

Sgt C. H. BROWN

Sgt. C. H. BROWN

GENERAL POLICE ORDER

No. 40-76 HEADQUARTERS June 18, 76
19

SUBJECT: TIME KEEPING PROCEDURES APPLICABLE TO ALL
RESTRICTED DUTY PERSONNEL

TO ALL MEMBERS OF THE DEPARTMENT

Effective June 19, 1976 there shall be no short-hour restricted duty status, i.e.: less than eight (8) hours per day.

No overtime may be credited to members on short-hour restricted duty or accumulated by them from and after April 9, 1976 unless they actually worked more than 40 hours in a work week.

All overtime earned prior to April 9, 1976 shall be retained by the individual members.

Personnel formerly on short-hour restricted duty status, prior to June 19, 1976, shall not be subject to depletion of Sick, Overtime, Furlough or Holiday time (S, O.T., F, H) for any portions of daily duty tours not worked.

Henceforth, members shall be regarded either as completely incapable of duty performance and carried on Sick Leave, or they shall be placed on full, eight (8) hour daily duty in either a Restricted Duty or Regular Duty capacity.

This directive shall supersede and rescind the provisions of Chief's Memorandum dated March 15, 1976 titled "TIME KEEPING PROCEDURES APPLICABLE TO ALL RESTRICTED DUTY "SHORT HOURS" PERSONNEL", and General Police order 14-76.

GENERAL POLICE ORDER

No. 40-76 HEADQUARTERS June 18 1976

SUBJECT: TIME KEEPING PROCEDURES APPLICABLE TO ALL
RESTRICTED DUTY PERSONNEL

(2)

All of the foregoing is based upon a Law Department ruling.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 39-76 HEADQUARTERS June 17 76
19

SUBJECT: IDENTIFICATION CARDS REQUIRED AT CENTRAL
POLICE HEADQUARTERS.

TO THE MEMBERS OF THE DEPARTMENT

All officers and members, while within Central Police Headquarters, 1300 Ontario, shall display their Photo Identification Cards on their outermost garment whether in or out of uniform. Alligator clips and a punching die for placing holes in Identification Cards are presently available at the Photo Lab, Third district, 2001 Payne Avenue.

Civilian employees, assigned to Central Police Headquarters, will also be issued Photo Identification Cards with clips and shall be bound by the same rules.

Commanding Officers of Bureaus, Districts, Divisions and Units shall cause compliance with this order by requiring inspections of the officers and members of their command for proper clips and clip holes for their ID Cards. Identification Cards that are not properly punched shall be collected and taken to the Photo Lab for punching and issuance of clips on a Platoon or Unit basis between the hours of 8:00 A.M. and 4:00 P.M, Monday through Friday.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 38-76 HEADQUARTERS June 11 1976

SUBJECT: WASHING OF POLICE VEHICLES-LOCATIONS

NEW CONTRACT

TO THE MEMBERS OF THE DEPARTMENT

Effective June 11, 1976, three car wash locations shall be utilized by various Districts, Bureaus, and Divisions as follows:

Pearl Brookpark Car Wash Inc., 5133 Pearl Road, Cleveland, will wash sedans and station wagons assigned to the 1st and 2nd Districts and such other vehicles that originate at these Districts or are assigned to such general location for duty. The hours for washing police vehicles shall be Monday thru Friday, 8:30 A.M. to 5:30 P.M.

Freeway Auto Wash Inc., 7211 Carnegie Avenue, Cleveland, will wash sedans and station wagons assigned to the 4th and 5th Districts and such other vehicles that originate at these Districts or are assigned to such general location for duty. The hours for washing police vehicles shall be Monday thru Saturday, 8:00 A.M. to 6:00 P.M., and Sunday 8:00 A.M. to 2:00 P.M.

GENERAL POLICE ORDER

38-76 June 11 76
No. HEADQUARTERS 19

SUBJECT: WASHING OF POLICE VEHICLES-LOCATIONS
NEW CONTRACT

(2)

Mr Magic Auto Wash, at 1851 Carnegie Avenue,
Cleveland, will wash sedans and station wagons
assigned to the 3rd and 6th Districts and those cars
emanating from the Central Headquarters Building.
The hours for washing police vehicles shall be
Monday thru Thursday, 8:00 A.M. to 6:00 P.M., and
Sunday, 8:00 A.M. to 1:30 P.M. Please note the
difference in days at this location.

Vehicles are to be washed no more than once each
week.

General Police Order 6-75 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

37-76

June 7

76

No. _____

HEADQUARTERS _____

19 _____

TRANSPORTING OF COMMUNICABLE DISEASE

SUBJECT: _____

PATIENTS AND DECONTAMINATION OF VEHICLE

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately the following procedure shall be employed by personnel when they transport or become exposed to persons suspected of, or found to be suffering from a communicable disease or one of the minor childhood contagion diseases.

Exposure to any of the below listed contagious diseases may be a health hazard to personnel:

Chicken Pox or Varicella

Diphtheria or Membranous Croup

German Measles or Rubella

Viral or Infectious Hepatitis

Measles or Rubeola

Mumps or Parotitis Epidemic

Scarlet Fever or Scarlatina

Small Pox or Variola

Spinal Meningitis or Cerebro-spinal Fever

Syphilis or Lues VD

Tuberculosis of Koch's Disease or TB

Typhoid Fever or Enteric Fever

GENERAL POLICE ORDER

No. 37-76 HEADQUARTERS June 7 1976

SUBJECT: TRANSPORTING OF COMMUNICABLE DISEASE

PATIENTS AND DECONTAMINATION OF VEHICLE

- 2 -

Whooping Cough or Pertussis

Contagious diseases may be spread by personal contact with a patient, or by contact with or ingestion of blood, excreta, vomitus, sputum or droplets produced by the coughing or sneezing of the patient. Therefore, no person known to be infected with any of the above, shall be transported in any police vehicle, unless, attendant medical or surgical emergency exists that requires immediate transportation of the patient to a hospital, or where the nature of regular police duties necessitates such transportation. Non-emergency patients suffering with a Communicable Disease shall be referred to the Emergency Room of Metropolitan General Hospital.

Dr. Godofredo Domingo, Medical Director of the Safety Department Medical Bureau, advised, that police vehicles used to transport patients suffering with a communicable or contagious disease, should be thoroughly washed with soap and water, preferably by the conveying crew and aired out for approximately one (1) hour prior to being returned to service.

Vehicles and equipment which cannot be washed with soap and water should be aired out for a period of approximately two to three hours. Linen used to transport the patient shall be exchanged at the hospital. Blankets, shall be placed in one of the plastic bags that have been supplied to the

GENERAL POLICE ORDER

No. 37-76 HEADQUARTERS June 7 19 76

SUBJECT: TRANSPORTING OF COMMUNICABLE DISEASE

PATIENTS AND DECONTAMINATION OF VEHICLES

- 3 -

Districts by the Medical Inspection Unit, and marked "Used in Handling Communicable Disease", and returned to the Medical Inspection Unit. Doctor Domingo further advises, that cellblocks used to contain prisoners suffering with communicable diseases should be decontaminated in the same manner.

Personnel shall immediately notify a Medical Bureau Physician upon confirmation by the attending physician that a patient transported by them is suffering with a communicable disease. The Medical Bureau Physician will prescribe proper counter-actant treatment that may be required.

The scheduled physician "On Call" shall be consulted during the hours the Safety Department Medical Bureau is closed.

Whenever personnel are exposed to, or transport patients suffering with a communicable or contagious disease, they shall complete a Form 71-1 report as soon as practical, detailing all particulars associated with the exposure. Including the persons involved, the nature of the disease, the disposition of the patient, prisoner, etc., whether the person

GENERAL POLICE ORDER

No. 37-76 HEADQUARTERS June 7 1976

SUBJECT : TRANSPORTING OF COMMUNICABLE DISEASE
PATIENTS AND DECONTAMINATION OF VEHICLE

- 4 -

was incarcerated in any of our jails and whether proper decontamination and counteractant measures have been followed. These reports shall be forwarded through channels to the Safety Department Medical Bureau.

General Police Order 12-62 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 36-76 HEADQUARTERS May 25 76
19

SUBJECT: PROPER GATHERING, PRESERVATION, AND SUBMISS-

ION OF TRACE EVIDENCE IN SEX CRIME CASES
TO THE MEMBERS OF THE DEPARTMENT

Trace evidence is often one of the most important factors in the investigation of a sex crime case. Types of evidence such as semen, blood, urine, fibers, hair, and dirt are most prevalent in crimes of this nature, and must be forwarded to the Police Laboratory in a proper manner without delay. The following procedures shall standardize and control the proper gathering, preservation, and submission of trace evidence in sex crime cases:

1. Initial officers arriving on the scene shall obtain all clothing, soiled bedding, towels, and other materials either worn or used by the victim and/or suspect. Each item shall be wrapped separately in clean paper or inserted in clean paper bags. To preclude contamination, under no circumstances shall such evidence be inserted in plastic bags.
2. If the incident took place in an auto, initial observation shall be made for stained upholstery or seats, discarded cloths, and other materials. When the vehicle is to be processed, the Vehicle Processing Form 71-1081 shall be completed, specifically indicating what type of trace evidence the vehicle is to be processed for, and the most likely area in the vehicle in which it might be found.

GENERAL POLICE ORDER

No. 36-76 HEADQUARTERS May 25 76
19

SUBJECT: PROPER GATHERING, PRESERVATION, AND SUBMISS-
ION OF TRACE EVIDENCE IN SEX CRIME CASES
(2)

3. In the event of an apprehension, the suspect's clothing shall be forwarded to the Police Laboratory for examination. In all cases, officers submitting evidence shall notify receiving personnel in the SIU of the specific crime involved, and the nature of the evidence. Copies of all pertinent reports shall accompany such evidenc~~t~~ to the Police Laboratory.
4. Following completion of the victim's examination by hospital personnel, the sheet from the cot on which the patient was undressed and examined should be submitted to the Police Laboratory by investigating officers for trace evidence analysis.
5. In the event of apparent scratches, bruises, or other marks of violence on either victim or suspect, the Bureau of Criminal Investigation shall be notified to arrange for color photographs to be taken of the injuries.
6. In all cases, standardized crime scene processing procedures are to be followed by either SIU or Evidence Technician personnel; fingerprint search, sufficient photographs, and other evidence gathering as circumstances require.

Commanding Officers shall cause compliance with this order.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 35-76 HEADQUARTERS May 24 1976

SUBJECT: ACKNOWLEDGEMENT OF RECEIPT OF GENERAL POLICE
ORDERS, DEPARTMENTAL NOTICES, AND MEMORANDUMS.

TO THE MEMBERS OF THE DEPARTMENT

Within 48 hours of receipt of a General Police Order, Departmental Notice or Memorandum, every Commanding Officer shall receipt a copy of same and return the receipted copy to the Chief's Office.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-76 HEADQUARTERS May 21 19 76

SUBJECT: PROCEDURE FOR THE HANDLING AND DISPOSITION
OF STOLEN, LOST, OR OTHER DISPLACED LICENSE
PLATES.

TO THE MEMBERS OF THE DEPARTMENT

The following procedures shall govern the handling of stolen, lost, and other displaced license plates that come into the possession of members of the Department:

1. Complete and attach a Property Tag-Form #60-3 and make the necessary entry in the District or Unit Property Book.
2. Check the status and obtain a listing of the plates by computer inquiry, utilizing the District or Unit Computer Terminal.
3. When a listing is available, and the owner is a local resident, the member who recovers the plates shall notify the owner.
4. Notification shall be made by telephone. If this means fails, or if a long distance telephone call would be involved, the member shall cause notification to the listed owner by completing a postal card - Form #71-2102B - which shall be turned in to his Division, District, or Unit Headquarters for forwarding to the Mail Center for mailing. The member completing Form # 71-2102B shall place his name and rank or badge number in the lower left hand corner just above the number C of C 71-2102B.

GENERAL POLICE ORDER

No. 33-76 May 21 76
HEADQUARTERS 19

PROCEDURE FOR THE HANDLING AND DISPOSITION
SUBJECT: OF STOLEN, LOST, OR OTHER DISPLACED LICENSE
PLATES.

(2)

5. The member shall inquire as to whether replacement plates have been obtained. If none have been obtained, and the owner intends to pick up the plates at the District or Unit, they may be held there for a period of up to three days. When returned to the owner, a receipt shall be obtained in the Property Book. In other cases, they shall be forwarded to the Property Unit without delay. If replacement plates have been obtained, the plates in police possession shall not be returned; instead, they shall be forwarded to the Property Unit with other unclaimed plates, and a receipt obtained in the Property Book.
6. Every thirty days, personnel of the Property Unit shall destroy all plates which have been in their possession for thirty days, except those plates which are being held in evidence. Property Unit personnel shall forward a list of all destroyed plates to:

Administrative Assistant
License Plate Division
Bureau of Motor Vehicles
4300 Kinberly Parkway
Columbus, Ohio 43227

GENERAL POLICE ORDER

No. 33-76 HEADQUARTERS May 21 76
19
SUBJECT: PROCEDURE FOR THE HANDLING AND DISPOSITION
OF STOLEN, LOST, OR OTHER DISPLACED LICENSE
PLATES.

(3)

Prior to destroying these plates, a final check shall be made in the computer for changes in status. If a change is noted, the proper report shall be made, and the entry removed from the computer. The list of plates destroyed shall state the date of destruction, and whether one or two plates. A copy of the list shall be retained for a period of three years, as a record of action taken.

7. The Officer In Charge of the Motor Vehicle Section, Tow Unit, shall accept and account for all license plates from vehicles that have been junked, impounded, AAA towed, or otherwise disposed of through the Division of Police, which plates shall have been immediately forwarded to the Motor Vehicle Section by the disposing agency. He shall cause the numbers of such license plates and any other pertinent data to be entered in a ledger maintained in his office for that purpose. He shall cause such plates to be properly tagged and forwarded to the Property Room, for storage and eventual appropriate disposition.

GENERAL POLICE ORDER

No. 33-76 HEADQUARTERS May 21 1976

SUBJECT: PROCEDURE FOR THE HANDLING AND DISPOSITION
OF STOLEN, LOST, OR OTHER DISPLACED LICENSE
PLATES.

(4)

Commanding Officers shall instruct all members under their command to comply with the procedures contained in this General Police Order.

General Police Orders 30-72 and 34-72 are hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 34-76 HEADQUARTERS May 21, 19 76

SUBJECT: INVESTIGATIVE REPORT POLICY & SUPPLEMENTARY
PROCEDURES: INJURY TO PERSON - DAMAGE TO
PROPERTY - CITY PROPERTY INVOLVED
TO THE MEMBERS OF THE DEPARTMENT

To standardize investigative reporting of Injury to Person and Damage to Property incidents involving City Property, the following policy and supplementary procedures shall be followed:

- A. Whenever a citizen complains of non-traffic property damage or personal injury sustained on City property, the blue Form C of C 71-1077 shall be completed in accordance with General Police Order 20-72, and arrangements shall be made for proper photographs to be taken.
- B. In all motor vehicle accident reports involving City vehicles, the OH-4 Crash Report and any necessary supplementary reports shall be completed in accordance with General Police Order 20-74. In all cases, photographs must be taken of all vehicles involved, even though the vehicles may have been moved, and despite the extent of damage.
- C. Whenever the Communications Control Center/ Radio Dispatch Office is notified that a victim of injury involving City Property has been conveyed to or is present at a hospital Emergency Room, a Zone Car shall be dispatched to complete the Form 1077.

GENERAL POLICE ORDER

No. 34-76 HEADQUARTERS May 21 1976

SUBJECT: INVESTIGATIVE REPORT POLICY & SUPPLEMENTARY

PROCEDURES: INJURY TO PERSON - DAMAGE TO
PROPERTY - CITY PROPERTY INVOLVED.

(2)

- D. Each Police District shall maintain a Photo Request Book in which all requests for photographs shall be logged. The Office In Charge of the District Station shall be responsible for directing photography assignments to the respective District Accident Investigations Cars and Evidence Technician Cars. Form C of C 71-20 Photographic Information for Law Department shall be completed by the officers taking the photographs, and the negatives shall be forwarded with the completed form to the SIU Photo Lab upon completion of the assignment.

At all times, police officers shall adhere to the following principles:

1. Never offer an opinion as to whether or not the claim is moral or legal.
2. Never take a position as to whether or not the claim will be paid.
3. Never offer an opinion as to the legal or moral liability of the City of Cleveland in any given situation.

GENERAL POLICE ORDER

No. 34-76 HEADQUARTERS May 21 19 76

SUBJECT: INVESTIGATIVE REPORT POLICY & SUPPLEMENTARY

PROCEDURES: INJURY TO PERSON - DAMAGE TO
PROPERTY - CITY PROPERTY INVOLVED.

(3)

Photo Request Books shall be forwarded to each
District station.

Adequate supplies of Form C of C 71-20 are avail-
able at the Supply Unit.

Commanding Officers shall cause compliance with
this order.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 32-76 HEADQUARTERS May 17 76

SUBJECT: PROCEDURE RE: DEATH OF ACTIVE OR RETIRED

MEMBER. USE OF FORM C OF C 71-78D, FAMILY
DEATH NOTICE. SUPPLEMENT TO G.P.O. 10-76

TO THE MEMBERS OF THE DEPARTMENT

Whenever information is received that an active or retired member of the Cleveland Police Department has died, the member receiving the information shall obtain the name and address of the "Next of Kin" and telephone this information to the deceased member's unit or assignment. If infeasible, or the deceased is retired member, then this information shall be telephoned to the residing or nearest district to the residence of the "Next of Kin".

A superior officer of the Unit or District notified shall promptly make a personal visit to the "Next of Kin", make appropriate inquiries and complete a Form C of C 71-78D. Completed form 78D's shall be forwarded through channels to the Chief's Office. The Superior Officer shall notify the "Next of Kin" that as a matter of policy the Police Department will furnish a Honor Guard and Pallbearers. Should the family plan other arrangements, or if specific pallbearers are requested, this information shall be entered in the "Remarks" section on the form. The names of the specific pallbearers shall be noted on the back of the form.

Military funerals will be performed for members killed in the line of duty and for members in good standing of the American Legion. (Dues not more than one (1) year in arrears.)

GENERAL POLICE ORDER

32-76
NO. _____ HEADQUARTERS _____ May 17 76
19

SUBJECT: PROCEDURE RE: DEATH OF ACTIVE OR RETIRED

MEMBER. USE OF FORM C OF C 71-78D, FAMILY
DEATH NOTICE. SUPPLEMENT TO G.P.O. 10-76

(2)

Following his personal visit to the "Next of Kin", the Superior Officer shall notify the Record Room and cause a representative teletype to be sent.

DEATH NOTICE

A "Death Notice" shall be sent if initially only meager details are available. The "Notice" should contain the deceased member's name, address, age, assignment, (if active), time and place of death. The "Notice" shall include a notation to the attention of the Officer-in-charge of the Funeral Detail.

DEATH AND FUNERAL NOTICE

A "Death and Funeral Notice" shall be sent if at the time of the initial visit arrangements for the interment have been made and are known, or when known following the teletyping of a "Death Notice". The "Death and Funeral Notice" shall additionally include the time and place where the remains may be viewed, services (if any) and place of interment. The teletype shall also include the names of the specific members the "Next of Kin" requested to act as pallbearers, and if the deceased is a member of the American Legion whether a military funeral is desired.

GENERAL POLICE ORDER

32-76 May 17 76
No. HEADQUARTERS 19

PROCEDURE RE: DEATH OF ACTIVE OR RETIRED
SUBJECT :
MEMBER. USE OF FORM C OF C 71-78D, FAMILY
DEATH NOTICE. SUPPLEMENT TO G.P.O. 10-76

(3)

The Officer-in-charge of the Funeral Detail will cause the necessary teletypes to be sent regarding the reporting time, place and uniform to be worn by the Funeral Detail.

On any occasion members act in concert at a funeral, such activity shall be coordinated through, and under the direction of the Officer-in-charge of the Funeral Detail.

Whenever a member notifies his Superior Officer that he will be off duty due to a death in his immediate family, such Superior Officer shall cause a "FAMILY DEATH NOTICE" to be teletyped acknowledging the death. The "NOTICE" shall include the deceased's name and relationship to the member and the time and location of the funeral arrangements.

Departmental Notice 71-213 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 30-76 HEADQUARTERS May 3, 19 76

SUBJECT: ROTATIONAL PLATOON SHIFT CHANGES

TO THE MEMBERS OF THE DEPARTMENT

In order to provide a more equitable shift rotation within the Department, the next regular monthly shift rotation shall be effected on May 16, 1976, instead of June 1, 1976.

On June 1, 1976, all platoons again shall effect the normal shift changes, as scheduled for the first day of each month.

Hereafter, there shall be two shift changes during the month of May every year, in order to continue the rotational process.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 29-76 HEADQUARTERS April 23, 1976

SUBJECT: AMENDMENT TO GPO 19-76 -- DEPARTMENTAL

REORGANIZATION

TO THE MEMBERS OF THE DEPARTMENT

Paragraph four of GPO 19-76, commencing with "The Mounted Unit.....", shall be deleted and replaced by the following.

The Bureau of the Task Force is hereby established to replace the Task Force with the Bureau of Patrol. It shall be composed of the following Units:

Tactical Unit

Foot Patrol Unit

Mounted Unit

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 28-76 HEADQUARTERS April 23, 1976

SUBJECT: BUREAU OF CRIMINAL INVESTIGATION --

ASSIGNMENT AND PROCEDURE POLICIES AND
RESPONSIBILITIES

TO THE MEMBERS OF THE DEPARTMENT

The General Investigation Section of the Bureau of Criminal Investigation shall be staffed to provide a minimum of two detectives per platoon in each District.

When District personnel are available they shall be assigned with detectives and shall function as an investigative team with the Detective member assuming coach-trainer responsibilities.

Patrol Bureau Sector Supervisors and Platoon Commanders shall have the authority and responsibility for proper and thorough investigations of all crimes that occur within their assigned areas during their duty tours. Supervisory authority for follow-up, special or otherwise protracted investigations, shall lie with the Bureau of Criminal Investigation.

The Bureau of Criminal Investigation shall reduce the numbers of detectives in specialized units to the minimum number required. They shall be utilized for the investigation of more serious crimes, investigations of a protracted nature and those of great public interest.

Office staffs and record keeping functions of specialized units and throughout the BCI shall be

GENERAL POLICE ORDER

No. 28-76 HEADQUARTERS April 23, 1976

SUBJECT: BUREAU OF CRIMINAL INVESTIGATION --

ASSIGNMENT AND PROCEDURE POLICIES AND
RESPONSIBILITIES

Page Two

consolidated. The number of personnel assigned to such duties shall be reduced to the absolute minimum and, as far as possible, restricted duty personnel shall be used and assigned to all such duties.

The Homicide Unit shall investigate all assault type felonies, including all shootings and cuttings, in addition to all homicides.

In addition to their present duties, the Juvenile Unit shall exercise staff supervision and inspection of City-wide Curfew Law Violations and enforcement, and shall forward reports to the Bureau of Inspection and Chief's Office.

By order of

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 27-76 HEADQUARTERS April 23, 1976,

SUBJECT: AMENDMENT TO GPO 16-75, COMMANDING AND

SUPERVISORY RESPONSIBILITIES AND DUTIES --
CONDUCT, DISCIPLINE AND PERFORMANCE

TO THE MEMBERS OF THE DEPARTMENT

Individual performance evaluation will be required monthly on all officers and members with specialized assignments.

Included shall be the arrest record, detailed description of types of duties performed, unique or special ability to perform the function and the quality level of his work.

Non or sub-standard performers shall be transferred or reassigned to positions and duties more suited to their abilities, competence, attitude and application to duty.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

Sgt. Baerney

GENERAL POLICE ORDER 26-76

April 23, 1976

SUBJECT: MOTOR VEHICLE SECTION -- VEHICLE IMPOUND UNIT, TOW UNIT,
PROCEDURES

TOW PROCEDURE - General Provisions

The following vehicles are subject to Police Towing:

- a) Illegally parked vehicles.
- b) Abandoned vehicles on public and private property.
- c) Vehicles to be processed.
- d) Vehicles found in a hazardous position.

Vehicles associated with crimes and requiring either scientific processing for evidence or special examination to determine the vehicle identification number (VIN) are subject to pickup and impoundment for processing. All such requests must be approved by the officer's supervisor. Refer to General Police Order 2-72, Vehicle Processing procedure.

The following vehicles shall be subject to AAA tow unless Police necessity requires different handling or a Police tow:

- a) Recovered stolen vehicles.
- b) Suspected stolen vehicles.
- c) Vehicles located for the owner.
- d) Damaged or Abandoned vehicles after accidents.
- e) Arrests and pickups.
- f) Vehicles left unattended due to the incapacity of the driver.
(Noncriminal sudden illness or death.)

The Vehicle Impound Unit shall have the final authority to dispatch the proper tow.

REQUEST FOR TOWS

Effective immediately, all tow requests with the exception of requests for tows of "abandoned junk vehicles" shall be made via radio channel seven in the following manner:

- 1) The requesting officer shall notify his assigned radio dispatcher of his intention to tow a vehicle.
- 2) If the officer has an assigned portable transceiver he shall turn it on to his assigned channel to maintain communication with C.C.C. during such time as his car radio is switched to channel 7.
- 3) The officer shall then switch his car radio to channel 7 and request his tow, supplying the following information.
 - a) Car number requesting the tow.
 - b) Exact location.
 - c) Year, make, model, license number and vehicle identification number.
 - d) Reason for the tow.
 - e) Name and badge or rank of the requesting officer.
 - f) Any requirement for special equipment, such as heavy duty wreckers, dollies, etc.
- 4) Officers not equipped with channel 7 shall make such requests to C.C.C. via their assigned channel.
- 5) The Vehicle Impound Unit will then relay the tow request to the AAA or dispatch a Police tow truck as required.
- 6) Upon arrival of the tow and PRIOR TO THE COMPLETION OF THE ASSIGNMENT the officer shall notify the Vehicle Impound Unit of the Police tow truck number or AAA garage towing the vehicle, the owner's name, address, phone number and will inform the V.I.U. of the fact that the owner has been notified.

OFFICERS NOT EQUIPPED WITH CHANNEL SEVEN SHALL TELEPHONE THE VEHICLE IMPOUND UNIT UPON ARRIVAL OF THEIR TOW.

- 7) Whenever an officer or member causes a vehicle to be towed and fails to notify the owner, he shall complete an Auto Theft Record form C of C 71-1 stating the reason such notification has not been made and forward the original and one copy to the Vehicle Impound Unit.
- 8) Members requesting AAA or process tows shall remain on the scene until the tow truck arrives unless required to leave by reason of dire Police necessity.

In the case of AAA tows:

General Police Order 4-73, AAA TOW PROCEDURE, shall remain in effect, except items 1 through 4 which shall be replaced by the foregoing. All reference to the Auto Theft Records Unit shall be changed to read Vehicle Impound Unit.

In the case of process tows:

General Police Order 2-72, VEHICLE PROCESS PROCEDURE, shall remain in effect, except that all record keeping responsibilities shall be transferred to the Vehicle Impound Unit.

Requests for tows of "abandoned junk vehicles":

- 1) All requests for tows of "abandoned junk vehicles" shall be forwarded to the TOW UNIT.

MOTOR VEHICLE THEFT INVESTIGATION AND REPORTING PROCEDURES:

General Police Order 29-74 shall be amended as follows:

- 1) All reference to the Auto Theft Records Unit shall be changed to read Vehicle Impound Unit.
- 2) Locate reports shall be telephoned to the Report Center as an RC-1, "Locate/Motor Vehicle". Upon being found, the title of the RC-1 report shall be changed to "Locate/Motor Vehicle - Recovered" or such other title as circumstances may require.
- 3) Locate reports shall be made only with the approval of the Officer supervisor and shall not be made in the event that any other RC-1 report is made in connection with the incident, e.g. missing person with motor vehicle involved.
- 4) Officers shall continue to note on recovery reports if "special parts" are missing from a recovered vehicle, however, no additional investigation shall be conducted to determine the identification number of such parts nor shall any entry be made into the computer system.
- 5) Officers making reports of stolen motor vehicles shall instruct victims that they will be notified upon recovery of the vehicle and further that NO information as to the status of the vehicle will be released by telephone inquiry.

DUTIES OF THE VEHICLE IMPOUND UNIT

The VEHICLE IMPOUND UNIT shall:

- 1) Be responsible for dispatching tows.
- 2) Exclusively maintain all records of towed vehicles.
- 3) Maintain a daily log of all vehicles towed or caused to be towed by the Cleveland Police Department. The log shall include the make, year, license number and VIN of each vehicle, as well as the disposition of the vehicle.
- 4) Accept and record on the daily log, reports of vehicles repossessed by

- 5) Not require a call back from the AAA as to the VIN or condition of impounded vehicles as all such information shall be obtained from the officer requesting the tow.
- 6) Require Police tow trucks to report the lot number and code number of all vehicles towed to City owned impound lots.
- 7) Check through the computer system every towed or repossessed vehicle for a want record.
- 8) Enter into the Cleveland Police Department's computer system a record of every vehicle towed or caused to be towed by the Department.
- 9) Maintain a list of salvage yards approved by the Director of Public Safety and shall order tows for "abandoned junk vehicles" from said list.
- 10) Shall issue releases for impounded vehicles between the hours of 8:00 A.M. and 8:00 P.M. daily. Such releases shall be issued upon presentation of a valid certificate of title by the owner. The owner of the vehicle may, by notarized letter, authorize an agent to obtain the release.
- 11) Be exclusively responsible for disposing of unclaimed impounded vehicles in accordance with law.
- 12) Dispose of all unclaimed vehicles impounded in lots maintained by the City of Cleveland only by auction.
 - 1) Furnish a copy of the Daily Log to the National Automobile Theft Bureau.
- 14) Take any other action necessary to expedite the towing, impoundment and disposition of vehicles as required by the Department.

DUTIES OF THE RECORD FILE SECTION

The Record File Section, in addition to it's prescribed duties, shall:

- 1) Process all motor vehicle theft reports and file a "computer entry" card by VIN, when available, and license number when the VIN is not available.
- 2) Make RC-1 "Locate/Motor Vehicle" reports and enter such reports into the Cleveland Police Department computer only.
- 3) Maintain a file of lost or stolen license plates.
- 4) Maintain a file of reports from used car dealers as required by law.
- 5) Not accept telephone communications from theft victims nor insurance companies, but shall require all such communications to be made in person or by mail.
- 6) Cease to make computer entries on "special parts".
- 7) The officer on duty at the Record File Section Shall:
 - a) Accept all communications pertaining to motor vehicle theft records from other law enforcement agencies and release any requested information upon verification of the legitimacy of the inquiry.
 - b) Make or cause to be made reports on vehicles stolen in Cleveland but recovered by other law enforcement agencies. Such reports shall be verified by requiring the recovering agency to send a teletype to this Department. Such teletypes shall be filed with the recovery report and no such recovery report shall be filed without the verifying teletype.
 - c) NOTIFY the owner of any vehicle reported stolen in Cleveland but recovered by another law enforcement agency.

DUTIES OF THE TOW UNIT

Operations of the TOW UNIT shall be amended as follows:

- 1) Tow trucks shall operate on channel 7 and receive their assignments from the radio dispatcher in the Vehicle Impound Unit.

- 2) The Commanding Officer of the Tow Unit shall cause members of the "Junk Detail" to investigate reports of abandoned vehicles. Upon verification that a vehicle is in fact abandoned, the assigned officer shall complete a Tow Requisition or the necessary affidavit and photographs as required by law for "abandoned junk vehicles".
- 3) The Tow Unit shall forward such completed forms to the Vehicle Impound Unit for dispatch of the proper tow.
- 4) The Tow Unit shall discontinue making computer entries, as all such duties shall now be the responsibility of the Vehicle Impound Unit.
- 5) The Tow Unit shall cooperate with the Vehicle Impound Unit to the fullest extent to expedite tow requests.

By order of

Lloyd F. Garey

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 26-76 HEADQUARTERS April 23, 1976

SUBJECT: MOTOR VEHICLE SECTION -- VEHICLE IMPOUND
UNIT, TOW UNIT -- PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

There is hereby established, within the Bureau of Services and Communications, Division of Services, a MOTOR VEHICLE SECTION consisting of a VEHICLE IMPOUND UNIT and a TOW UNIT. The Tow Unit of the Bureau of Traffic is hereby transferred to the Bureau of Services and Communications -- Motor Vehicle Section.

The Vehicle Impound Unit shall be responsible for dispatching tow trucks and maintaining records of all vehicles towed, impounded and salvaged by authority of the Cleveland Police Department. It shall be the duty of the Vehicle Impound Unit to properly dispose of all unclaimed impounded vehicles and "abandoned junk vehicles" in accordance with the laws of the State of Ohio and the City of Cleveland.

There is hereby established a radio SERVICE CHANNEL on UHF, CHANNEL SEVEN. Effective immediately, radio Channel Seven shall be utilized for all Vehicle Impound Unit and tow functions, and all tow information shall be transmitted on Channel Seven.

All motor vehicle theft record keeping and processing shall be the responsibility of the Record File Section.

GENERAL POLICE ORDER

No. 26-76 HEADQUARTERS April 23, 1976
19

MOTOR VEHICLE SECTION -- VEHICLE IMPOUND
SUBJECT: UNIT, TOW UNIT -- PROCEDURES

Page Two

Officers and members of the Department will be provided with revised written orders governing towing and motor vehicle theft reporting procedures which shall be an integral part of this order. Commanding Officers shall familiarize members of their command with these orders and cause full compliance with same.

All previous General Police Orders and Departmental Notices, or parts thereof which may be in conflict, are hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 25-76

HEADQUARTERS April 23, 1976

SUBJECT: AMENDMENT TO GPO 20-74 -- "ACCIDENT

INVESTIGATION REPORTING PROCEDURE"

TO THE MEMBERS OF THE DEPARTMENT

Effective April 24, 1976, the OH 4 and OH 5 Traffic Crash Report forms and related reports and statements shall be forwarded to the Accident Follow-up and Case Preparation Unit.

The distribution of the copies shall be made by the Accident Follow-up and Case Preparation Unit, after their review by that Unit for completeness and adequacy of investigation, as outlined in GPO 20-74.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 24-76 HEADQUARTERS April 23, 1976

SUBJECT: TRAFFIC ACCIDENTS -- VIOLATION ENFORCEMENT

TO THE MEMBERS OF THE DEPARTMENT

In the investigation of traffic accident cases, in every instance where a violation exists based on physical evidence and/or witness information, action shall be taken by investigating officers. A citation shall be issued or a physical arrest shall be made, depending upon the condition of the violator or other circumstances present at the time.

When a physical arrest is made or a citation issued, the arrest section of the Crash Report Form shall contain the name of the person arrested or cited, and the charge, together with the Court appearance date. General Police Order 59-75, "NEW OHIO UNIFORM TRAFFIC TICKET (MOVING TRAFFIC CITATION)", shall govern the procedure relative to the issuance of citations and arrests in traffic cases.

Whenever a citation is issued, the OH 4 Crash Report Form shall be supplemented by statements of principals and witnesses. In damage accidents or minor personal injury cases, the short form 71-1-E will suffice. In serious cases and accidents involving police vehicles, the long statement, Form 71-26, shall be used.

Whenever a driver involved in a traffic accident is physically arrested and charged with an offense, one of the investigating officers shall consult with the Accident Follow-up - Case Preparation Unit who shall assist the officer in obtaining the proper

GENERAL POLICE ORDER

No. 24-76 HEADQUARTERS April 23, 1976
19

TRAFFIC ACCIDENTS -- VIOLATION ENFORCEMENT
SUBJECT: _____

Page Two

affidavit and warrant, Attendance in Court will be governed by GPO 37-75 "MUNICIPAL COURT PROSECUTION PROCEDURES".

If the driver at fault is under 18 years of age and the circumstances warrant, a juvenile citation shall be issued. The date of the Juvenile Court Hearing will be set by the Juvenile Court. An extra copy of the OH 4 Crash Report Form shall be made and accompany the Juvenile Citation to the Data Processing Unit.

Proper enforcement action must be taken when pedestrians involved in traffic accidents are either intoxicated or violating the pedestrian ordinances.

Vehicular Homicide, Driving While Intoxicated, Reckless Driving, and Drag Racing are among those situations that may require a physical arrest.

General Police Order 3-68 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 23-76

HEADQUARTERS April 23, 1978

SUBJECT: SUPPLEMENTARY DUTIES -- BUREAU OF THE
TASK FORCE

TO THE MEMBERS OF THE DEPARTMENT

The Task Force shall assume the responsibility and provide traffic control at special events throughout the City and at the Convention Center and the Stadium, as occasioned by the seasonal activity and other circumstances.

The Task Force shall share traffic control responsibilities during the Rush Hour periods in the Downtown area and elsewhere, as needed.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-76 HEADQUARTERS April 23, 1976

BUREAU OF PATROL -- AREA AND DISTRICT

SUBJECT: SUPPLEMENTARY SUPERVISORY AND OPERATIONAL
RESPONSIBILITIES

TO THE MEMBERS OF THE DEPARTMENT

Area and District Commanders shall be responsible for traffic control activities within their areas of command. They shall assume all traffic flow, traffic enforcement and accident investigation responsibilities. They shall comply fully with procedures, orders and rules controlling police traffic activity. With respect to traffic enforcement, they shall concentrate upon the dangerous types of violations.

All supervisory and patrol personnel shall be responsible for expeditious traffic flow with strict accountability by subordinates to be required by District Commanding Officers and Patrol Captains. When not on other assignments, Zone Car personnel shall patrol during Rush Hours and any other occasions of heavy traffic flow and shall take an active part in maintaining proper movement and flow of traffic.

Zone Car personnel and/or Beat personnel shall be assigned to traffic post duties during these periods and conditions of heavy traffic, as needed and commensurate with other demands for police service. No uniform personnel shall be permitted to take lunch breaks or to be out of service making reports or performing other functions not requiring immediate attention during these periods.

GENERAL POLICE ORDER

No. 22-76 HEADQUARTERS April 23, 1976
19

BUREAU OF PATROL -- AREA AND DISTRICT

SUBJECT: SUPPLEMENTARY SUPERVISORY AND OPERATIONAL
RESPONSIBILITIES

Page Two

Considering the numbers of violations committed, a reasonable amount of traffic citation, arrest and parking ticket issuance productivity shall be required from all uniform personnel. Failure to do so or sub-standard performance shall be considered noncompliance and/or neglect and be the subject of disciplinary action. Failure of Superior Officers to require such performance or to take corrective or disciplinary action shall be considered neglect of duty and subject to charges.

At least one Traffic Enforcement Car shall be assigned to each District under the supervision of a Sector Lieutenant. The members assigned shall enforce traffic laws and ordinances within the assigned district and shall serve as a back up accident investigation car. Each such Traffic Enforcement Car may be equipped with a radar unit and shall utilize it as appropriate and necessary for effective enforcement. Duty hours of enforcement cars shall be determined by traffic enforcement needs.

Solo motorcycles shall be assigned to each District. Generally, the manning of solo motorcycles will receive last priority. They shall engage in the enforcement of traffic laws and ordinances and

GENERAL POLICE ORDER

No. 22-76

HEADQUARTERS April 23, 1976

SUBJECT: BUREAU OF PATROL -- AREA AND DISTRICT

SUPPLEMENTARY SUPERVISORY AND OPERATIONAL
RESPONSIBILITIES

Page Three

other selective enforcement responsibilities as may become necessary. It is essential that manpower be utilized to its fullest and that all zone cars receive first consideration and be manned at all times in accordance with new zone designations and platoon duty tour and roll call schedule.

Additional patrol coverage will be provided by the assignment of two evidence cars in each district whenever possible. Each will be assigned to a Sector and will handle radio assignments when not occupied in crime scene evidence gathering duties. They will be subject to all types of assignments, but generally shall be assigned to minor complaints. A Sergeant shall be assigned to one of the two evidence cars, unless none is available for this purpose.

An Accident Investigation Car shall be assigned to each District to be operational on the first and second platoons. At least one Accident Investigation Car shall be operational on the third platoon in each of Patrol Bureau Areas A and B. When not on active patrol, the members assigned shall investigate all traffic accidents occurring within the assigned district. Accidents shall be promptly and thoroughly investigated as provided for in accident investigation reporting procedures. The

GENERAL POLICE ORDER

No. 22-76 HEADQUARTERS April 23, 1976

SUBJECT: BUREAU OF PATROL -- AREA AND DISTRICT

SUPPLEMENTARY SUPERVISORY AND OPERATIONAL
RESPONSIBILITIES

Page Four

investigation shall include photographs, measurements and statements in all fatal and serious non-fatal accidents in addition to all accidents which are likely to involve the City of Cleveland in litigation, District Commanding Officers and Patrol Captains shall be responsible for the safekeeping, maintenance and inspection of equipment. In addition to the specifically designated accident investigation cars, all zone car personnel shall perform accident investigation duties whenever they are so assigned or encounter an accident during routine patrol. Accident cars with cameras and other special equipment shall be assigned to serious nonfatal and fatal accidents whenever possible and shall assist zone cars when the latter must be so assigned because of accident crew unavailability.

District Commanders shall discontinue assignment of personnel to special crime and auto details. District Vice Details shall continue to function. On weekends after utilization of manpower for patrol, traffic and accident cars, District Commanders may field a special crime detail during the hours and in areas where they are needed based upon their analysis of the incidence of crimes. Within the manpower limitations stated, these also may be implemented at other times and additional deployment would be justified on Friday and

GENERAL POLICE ORDER

NO. 22-76 HEADQUARTERS April 23, 1976

SUBJECT: BUREAU OF PATROL -- AREA AND DISTRICT

SUPPLEMENTARY SUPERVISORY AND OPERATIONAL
RESPONSIBILITIES

Page Five

Saturday when crime rates are high and when more manpower should be available. In no case may these squads be maintained continually or on a daily basis or without specific justification.

In cooperation with the Bureau of Criminal Investigation Commander, on a rotation basis, District Commanders shall assign a district officer in plain clothes with one general duty detective in order to enable a maximum number of detective crews to be in service particularly on weekends and at other times when there is a need for additional detective investigative squads and when the personnel is available.

Roll Calls shall be scheduled as follows:

First Platoon...7:00 AM and 8:00 AM

Second Platoon..3:00 PM and 4:00 PM

Third Platoon..11:00 PM and 12:00 Midnight

The odd number cars shall report for the first roll call and even number cars for the second roll call. This schedule shall rotate every six months. The next change will take place July 1, 1976. One evidence car shall stand each roll call.

GENERAL POLICE ORDER

No. 22-76 HEADQUARTERS April 23, 1976

SUBJECT: BUREAU OF PATROL -- AREA AND DISTRICT

SUPPLEMENTARY SUPERVISORY AND OPERATIONAL
RESPONSIBILITIES

Page Six

The duty hours of district supervisory officers, Captains, Lieutenants, Sergeants, and Officers in Charge of Stations shall be without variation:

First Platoon.....9:00 AM to 5:00 PM

Second Platoon....5:00 PM to 1:00 AM

Third Platoon.....1:00 AM to 9:00 AM

Excepted shall be Sergeants assigned to zone cars and to evidence cars and Vice Sergeants.

Supervisors shall, therefore, overlap two platoons, ensuring availability of supervisors and enabling more adequate supervision during platoon shift changes. Each supervisory shift shall supervise the off-duty relief process of the platoon to which assigned and shall hold roll call for the oncoming platoon.

Uniform district patrol personnel shall not return to the station for relief or report off duty earlier than ten minutes before completion of their prescribed tour of duty.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

CLE000204

GENERAL POLICE ORDER

No. 21-76 HEADQUARTERS April 23 76
19

SUBJECT: ZONE BOUNDARIES AND ZONE PATROL
DISTRIBUTION, AMENDMENT TO GPO 7-73

TO THE MEMBERS OF THE DEPARTMENT

Effective April 24, 1976, the six police districts will be divided into 62 zones and divided as follows:

SECTOR 1

District 1..... 111, 112, 113, 114
District 2..... 211, 212, 213, 214, 215, 216
District 3..... 311, 312, 313, 314
District 4..... 411, 412, 413, 414, 415, 416, 417
District 5..... 511, 512, 513, 514, 515
District 6..... 611, 612, 613, 614, 615

SECTOR 2

District 1..... 121, 122, 123, 124
District 2..... 221, 222, 223, 224, 225
District 3..... 321, 322, 323, 324, 325
District 4..... 421, 422, 423, 424, 425, 426, 427
District 5..... 522, 523, 524, 525, 526
District 6..... 621, 622, 623, 624, 625

GENERAL POLICE ORDER

No. 21-76 HEADQUARTERS April 23, 1976

SUBJECT: ZONE BOUNDARIES AND ZONE PATROL
DISTRIBUTION, AMMENDMENT GPO 7-73
(2)

Current Zone changes are limited to the Second and Fifth Districts only.

A verbal description of the zone boundaries in these two districts is as follows:

ZONE BOUNDARIES FOR DISTRICT 2

211 From the Lake south on West 65th Street to Bridge Avenue; east on Bridge Avenue to Randall, north on Randall to West 44th Street, continuing north on West 44th Street to Franklin Blvd., west on Franklin Blvd. to West 45th Street, north on West 45th Street on a northerly line to the lake.

212 From the Lake on a southerly line with West 44th Street to Franklin Blvd., east on Franklin Blvd. to West 44th Street, south on West 44th Street to Randall, then continuing south on Randall to Bridge Avenue, east on Bridge Avenue and continuing on an easterly line to the Cuyahoga River.

213 From the Cuyahoga River on a westerly line to Bridge Avenue, continuing west on Bridge Avenue to Fulton Road, south on Fulton Road to Train Avenue, east on Train Avenue to the intersection of Scranton Road and Fairfield Avenue, continuing east on Fairfield Avenue to West 14th Street, then north on West 14th Street continuing on a northerly line to the Cuyahoga River.

GENERAL POLICE ORDER

No. 21-76 April 23, 1976
HEADQUARTERS

ZONE BOUNDARIES AND ZONE PATROL

SUBJECT: DISTRIBUTION, AMENDMENT TO GPO 7-73
(3)

- 214 From the Cuyahoga River on a southerly line to West 14th Street, continuing south on West 14th Street to Clark Avenue, east on Clark Avenue to the Cuyahoga River.
- 215 From the intersection of West 65th Street and Bridge Avenue, south to Clark Avenue, east on Clark Avenue to Fulton Road, north on Fulton Road to Bridge Avenue, west on Bridge Avenue to West 65th Street.
- 216 From the intersection of Fulton Road and Clark Avenue, east on Clark Avenue to West 14th Street, north on West 14th Street to Fairfield Avenue, west on Fairfield Avenue to Train Avenue, continuing west on Train Avenue to Fulton Road, south on Fulton Road to Clark Avenue.
- 221 From the intersection on West 65th Street and Clark Avenue, south on West 65th Street to Storer Avenue, east on Storer Avenue to Fulton Road, south on Fulton Road to Woodbridge Avenue, east on Woodbridge Avenue to West 25th Street, north on West 25th Street to Clark Avenue, west on Clark Avenue to West 65th Street.

GENERAL POLICE ORDER

No. 21-76 HEADQUARTERS April 23 19 76

SUBJECT: ZONE BOUNDARIES AND ZONE PATROL

DISTRIBUTION, AMMENDMENT TO GPO 7-73

(4)

223 From the Cuyahoga River west on Clark Avenue to West 25th Street, south on West 25th Street to Big Creek, east on a line coinciding with the centerline of Big Creek to the Cuyahoga River, then north on a line coinciding with the centerline of the Cuyahoga River.

222 Zone boundaries remain the same.

224 Zone boundaries remain the same.

225 Zone boundaries remain the same.

ZONE BOUNDARIES FOR DISTRICT 5

511 From East 55th Street and Superior Avenue, south on East 55th Street to Lexington Avenue, east on Lexington Avenue to East 79th Street, north on East 79th Street to Superior Avenue, west on Superior Avenue to East 55th Street.

513 From East 105th Street and Superior Avenue, south on East 105th Street to Euclid Avenue, east on Euclid Avenue to Cornell Avenue, on Cornell Avenue to Murray Hill Road, from Murray Hill Road continuing on Edgehill Road to the City limits, following the City limits north to Superior Avenue.

GENERAL POLICE ORDER

No. 21-76 HEADQUARTERS April 23 1976

SUBJECT: ZONE BOUNDARIES AND ZONE PATROL

DISTRIBUTION, AMENDMENT TO GPO 7-73

(5)

514 From East 55th Street and Lexington Avenue,
south on East 55th Street and Euclid Avenue,
east on Euclid Avenue to East 79th Street,
north on East 79th Street to Lexington Avenue,
west on Lexington Avenue to East 55th Street.

Zones 512, 515, 522, 523, 524, 525 and 526
boundaries will remain the same.

Zones 516 and 521 are deleted from the district zone
map.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

20-76 April 23, 76
No. _____ HEADQUARTERS _____ 19____
BUREAU OF TRAFFIC CONTROL -- OFFICE OF THE
SUBJECT: _____
TRAFFIC COMMISSIONER

TO THE MEMBERS OF THE DEPARTMENT

The responsibilities and duties of the office of the Traffic Commissioner shall include:

- (1) The determination of the general city-wide vehicular and pedestrian traffic control needs of the City of Cleveland with respect to traffic direction and flow, traffic enforcement and accident investigation.
- (2) Analysis of general traffic conditions and police activities and planning for proper and effective personnel deployment and enforcement.
- (3) Inspections and observation of all daily police traffic control activities shall be conducted and reported to the Chief of Police together with definitive and detailed recommendations to achieve safe, expeditious and effective traffic control and enforcement. The location, time and types of violations that cause accidents and conditions and problems that hamper traffic flow shall be identified and effective control measures developed. Fulfillment of traffic responsibilities and the adequacy of District enforcement, accident investigation and case preparation and prosecution duties must be assessed properly. Enforcement must be prioritized with primary emphasis upon violations that present the greatest loss of life and serious injury hazard followed by the traffic flow and property damage aspects.

GENERAL POLICE ORDER

NO. 20-76 HEADQUARTERS April 23 19⁷⁶

SUBJECT: BUREAU OF TRAFFIC CONTROL -- OFFICE OF THE
TRAFFIC COMMISSIONER

(2)

- (4) Analysis and planning for all special events and emergencies and the completion and distribution of the Unusual Activity Report.
- (5) Responsibility for the function of the Traffic Complaint Unit and Accident Follow-up - Case Preparation Unit and the duty performance of the personnel assigned.
- (6) In cooperation and conjunction with Area, District and Task Force Commanders, to take such immediate action as may be necessary to handle traffic situations of an urgent or emergency nature. Such action shall be the subject of comprehensive written reports to the Office of the Chief.
- (7) Implementation of the Snow Parking Ban either directly or through the Operations Officer who shall have said responsibility between 5:00 PM and 9:00 AM and twenty-four hours a day on Saturdays, Sundays and Holidays when the Traffic Commissioner is off duty.
- (8) Cooperation with the Division of Traffic Engineering and Parking.

GENERAL POLICE ORDER

No. 20-76 HEADQUARTERS April 23 1976

SUBJECT: BUREAU OF TRAFFIC CONTROL -- OFFICE OF THE
TRAFFIC COMMISSIONER

(3)

- (9) The Traffic Commissioner shall make and forward all reports and recommendations to the Chief of Police. He shall make monthly reports along with such other interim and special reports as may become necessary and required as the result of special, emergency, seasonal or any other unusual or extraordinary traffic control needs. He shall not be absent from duty or leave the City on a normal duty day without the express permission of the Chief of Police, or in his absence, the Deputy Chief or other designated Staff Officer.

The Traffic Complaint Unit shall receive traffic complaints and complete the Complaint Form 2098 and provide for distribution of copies. Traffic complaints of a nonemergency nature shall be accepted directly over Public Telephone Lines 621-1298 and 621-1299, 8:00 AM to 5:00 PM. The 2098 Form shall be completed and forwarded without delay to the District of occurrence. A copy must be forwarded to the Complaint Unit of the Bureau of Inspection. This procedure shall not be used for complaints or incidents that require immediate or early dispatch of police units. Communications Control Center personnel shall receive these latter complaints and dispatch police units to handle them as quickly as possible and as required.

The Accident Follow-up - Case Preparation Unit shall include the following duties and responsibilities:

GENERAL POLICE ORDER

No. 20-76 HEADQUARTERS April 23 1976

SUBJECT: BUREAU OF TRAFFIC CONTROL -- OFFICE OF THE
TRAFFIC COMMISSIONER

(4)

- (1) Processing of OH 4 traffic crash reports and other related reports.
- (2) Assisting the District and other uniform personnel in the presentation of cases to the Prosecutor and the presentation in Court.
- (3) Processing the DL-15 Form Reports.
- (4) Follow-up investigations in all fatal and serious nonfatal cases and presentations of such cases to the Prosecutor for rulings and necessary affidavits.
- (5) Follow-up accident cases involving the City of Cleveland property which are likely to involve the City of Cleveland in litigation.
- (6) Processing of all hit-skip cases, and investigation where necessary and required and the presentation of such cases to the Prosecutor for rulings and in Court.
- (7) The review of accident reports for adequacy and completeness of the investigation and information as recorded on the OH 4 and OH 5 reports.

By order of ,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

19-76 April 23 76
No. _____ HEADQUARTERS _____ 19 _____

SUBJECT: DEPARTMENTAL REORGANIZATION

TO THE MEMBERS OF THE DEPARTMENT

The following reorganization of the Division of Police shall become effective Saturday, April 24, 1976.

The Bureau of Traffic, as presently constituted, is hereby abolished and replaced with the Bureau of Traffic Control under the command of the Commissioner of Traffic as authorized and appointed under Ordinance Section 1.340201.

Within the Bureau of Traffic Control, there shall be a Traffic Commissioner's Office, Traffic Complaint Unit and Accident Follow-up and Case Preparation Unit. The responsibilities and duties of the Bureau of Traffic Control shall be delineated in a separate order.

The Mounted Unit shall be placed within the Task Force in the Bureau of Patrol.

The Auto Records Unit is hereby deleted from the organizational structure of the Bureau of Criminal Investigation. A Motor Vehicle Section is established in the Division of Services, with subdivisions of Vehicle Impound Unit and Tow Unit.

General Police Order 13-76 shall be amended, placing the Handgun Registration Unit within the Division of Services, Record File Section.

GENERAL POLICE ORDER

NO. 19-76 HEADQUARTERS April 23, 19 76

SUBJECT : DEPARTMENTAL REORGANIZATION

(2)

A Building Security Unit is hereby established within the Division of Services, Detention Section, to provide security in the Central Police Headquarters Building.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-76 HEADQUARTERS April 21, 1976

SUBJECT: SUPPLEMENTARY TIME KEEPING PROCEDURES

(G.P.O. 61-75)

TO THE MEMBERS OF THE DEPARTMENT

In furtherance of G.P.O. 14-76, regarding short hours RD timekeeping, the daily entries on the form 1030 shall reflect the number of hours not worked followed by the symbol for time classification to which it shall be debited.

Eg: -4S -2 -4F or -2H (in red)

At the end of each month, Commanding Officers shall forward to the Medical Unit a separate form 1030, containing the time records of members affected.

The Medical Director will include the sick time balance on the Surgical form 4 when the member is placed on short hours RD.

When all time balances are depleted, the Commanding Officer shall cause reports to be forwarded to the Medical Bureau and the Chief's Office.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 17-76 HEADQUARTERS April 15, 1976

SUBJECT: CRIMINAL VEHICLE REGISTRATION FILE (CVRF)

REISSUE OF G.P.O. 12-69

TO THE MEMBERS OF THE DEPARTMENT

With the displaying of the new 1976 Ohio License plates, it is desirous to re-establish the Criminal Vehicle Registration File (CVRF).

Commanding Officers shall have members under their command comply with G.P.O. 12-69 titled "Criminal Vehicle Registration File (CVRF)".

Copies of G.P.O. 12-69 attached.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

12-69
No. _____ HEADQUARTERS March 28 69
19

CRIMINAL VEHICLE REGISTRATION FILE
SUBJECT : _____

(3)

Booking Officers at the various Districts shall be responsible for submitting a Form 32-A on each prisoner booked for investigation in connection with a felony, when the necessary information is available. The submission of such Form 32-A shall be noted on the arrest card in the space provided for the suspect's auto.

Detective Division personnel investigating arrests of persons with CPD records shall be responsible for submitting Form 32-A cards whenever the necessary information can be obtained.

Supplies of Form 32-A shall be forwarded to Districts and Bureaus by the Mail Unit.

By order of,

PATRICK L. GERITY
CHIEF OF POLICE

GENERAL POLICE ORDER

12-69

March 28

69

No. _____ HEADQUARTERS _____ 19 _____

CRIMINAL VEHICLE REGISTRATION FILE - (CVRF)

SUBJECT : _____

TO THE MEMBERS OF THE DEPARTMENT

The Cleveland Police Department computer has now been programmed to establish a CRIMINAL VEHICLE REGISTRATION FILE (CVRF). The purpose of CVRF is to make available information on any and all vehicles owned or operated by known felons in the Cleveland area.

In the future, an officer making inquiry with the Computer Center (by phone or by radio) will be informed if the vehicle being checked is owned by or operated by an individual with a C.P.D. record. In addition, officers may check on an individual with a C.P.D. record if information is desired on vehicles owned or operated by the individual.

Typical responses received from CVRF may be as follows:

Received by an officer who has requested a check on a license number:

"Ohio Lic/AA 0000 - No stolen record - Operated by (or owned by) Richard Roe -CPD #000 000."

Received by an officer who has requested a check for a suspects vehicle:

"CPD #000 000 - Operates (or owns) 66 Ford Cv - Whi/Blu - Ohio Lic/AA 0000."

It shall be the responsibility of every officer to gather the information for CVRF.

GENERAL POLICE ORDER

No. 16-76 HEADQUARTERS April 14 76
19

AMENDMENT TO G.P.O. 16-75, COMMANDING AND
SUBJECT: _____

SUPERVISORY RESPONSIBILITIES AND DUTIES-
CONDUCT, DISCIPLINE AND PERFORMANCE

TO THE MEMBERS OF THE DEPARTMENT

A Superior Officer shall check zone cars into the station at the completion of their tour of duty and shall prepare and submit a structured report indicating each car's arrival time.

District Captains and Sector Supervisors shall make an entry in their daily duty reports indicating that they have examined the daily zone car duty reports as required by G.P.O. 16-75.

They shall include a brief summary of the results of their analysis.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

15-76

April 9

76

No. _____ HEADQUARTERS _____ 19 _____

CURFEW ORDINANCE VIOLATIONS-ENFORCEMENT &

SUBJECT: _____
PROSECUTION

(3)

Full enforcement shall require that juvenile complaints be filed upon all juveniles found violating the curfew.

Parents or guardians shall be issued a Minor Misdemeanor Citation as provided for in G.P.O. 63-75.

Commanding Officers shall designate a Superior Officer to keep records of all such citations issued and to verify that the waiver is paid or the recipient appears in court.

The designated Superior Officer shall expedite warrant and physical arrest procedures in all cases of non-appearance.

The policy of issuing warnings to the juveniles and their parents shall be discontinued since it obviously has not been an adequate deterrent.

Commanding Officers of line Bureaus, Districts and Units shall be responsible for compliance with the provisions of this order which shall be accomplished by the normal on street supervision of Superior Officers and by their examination of Duty Reports and the results that should be produced by this type of Police action.

By order of,

LLOYD F, GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

15-76 April 9 76
No. _____ HEADQUARTERS _____ 19 _____

CURFEW ORDINANCE VIOLATIONS-ENFORCEMENT &
SUBJECT: _____
PROSECUTION

(2)

UNLESS accompanied by a parent, guardian or some responsible person over the age of 21 years or a member of his family 18 years or older.

NOTE: If the child is out with a neighborhood friend, that friend must be over 21 years of age; however, if he is out with a member of his family then the age requirement is only 18 years or over.

B. It shall be unlawful for a parent or guardian of a minor to allow such child upon the streets or sidewalks unless accompanied as required.

Penalties under Section 13.2508:

1st Offense, fine of not less than \$10.00 nor more than \$25.00.

Subsequent Offenses-fine of not more than \$50.00

Full enforcement of this ordinance must be undertaken as the most effective means of combating the problem of rising juvenile crime and delinquency rates. Besides curtailing the disorderly and criminal activities of groups of juveniles, to whom particular attention must be directed, juveniles will be better protected from adult offenses against them.

GENERAL POLICE ORDER

15-76 April 9 76
No. HEADQUARTERS 19

CURFEW ORDINANCE VIOLATIONS-ENFORCEMENT &
SUBJECT: PROSECUTION

TO THE MEMBERS OF THE DEPARTMENT

All members are hereby directed to enforce the Curfew Ordinance Section 13.2507. Its provisions declare that both the minor and parent or guardian are liable for violations and subject to prosecution.

In brief these provisions are:

A. It shall be unlawful for any minor

1) Of 12 years of age or under

a) To be upon the streets or sidewalks or in a park or any other public place, during the period from darkness to dawn.

2) Of 13 years of age to 16 years of age, inclusive

a) To be upon the streets or sidewalks or in a park or any other public place between the hours of 11:00 P.M. to 5:00 A.M.

3) Of 17 years of age

a) To be upon the streets or sidewalks or in a park or any other public place between midnight and 5:00 A.M.

GENERAL POLICE ORDER

14-76

April 9

76

No. _____

HEADQUARTERS _____

19 _____

SHORT HOUR RESTRICTED DUTY REGULATIONS

SUBJECT :
TO THE MEMBERS OF THE DEPARTMENT

Effective immediately there shall be no short hour restricted duty status (less than '8' hours per day), except under extraordinary medical circumstances; and, then, only under the following conditions as set forth by the Director of Public Safety:

The balance of time not worked on each such day shall be charged to the member's Sick Time, Overtime, Holidays or Furlough Days, in that order, until no balance of time exists. When this time is completely expended his salary shall be based on the number of hours he works each week.

While on such conditional short hour restricted duty status, no overtime (O.T.) may be accumulated.

While on said status, all Furlough time, including the 5th week, shall be taken and used during the year. There shall be no conversion to overtime.

All Holidays (H. days) shall be taken on the holiday, or at some other time during the year, if the holiday coincides with a regular vacation day.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

13-76

GENERAL POLICE ORDER

April 7

76

NO. ~~HEADQUARTERS~~ HANDGUN REGISTRATION PROCEDURES

19

SUBJECT: (2)

4. The "Fee Receipt Book" shall be used when fee money is transferred to Central and to the City Treasury, and a signature obtained in it for each such transfer.
5. Upon approval the I.D. Card and registration Card shall be completed and with the application forms correspondingly and sequentially numbered.
6. The Cards shall be returned to the District Station for notification and photographing of the applicant. At this time the applicant shall be instructed to bring the handgun with him, unloaded and securely wrapped, to enable verification of serial number and other information by police personnel. Duplicate cards with photos shall be returned to the Central Headquarters Registration Unit and permanently filed.
7. Applications disapproved shall be processed by the Central Handgun Registration Unit personnel who shall notify such applicants, confiscate illegal firearms, and initiate other investigations that may be required.

Copies of the Ordinance shall be distributed to District Commanders who shall cause police personnel under his command to be instructed on all aspects of said ordinances necessary to fulfill their responsibilities and that of the Police Department.

Commanding Officers shall be responsible for full compliance by members of his command.

By order of: LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

13-76

April 7

76

NO. _____

HEADQUARTERS _____

19 _____

HANDGUN REGISTRATION PROCEDURES

SUBJECT : _____

TO THE MEMBERS OF THE DEPARTMENT

Effective Friday, April 9, 1976, a Handgun Registration Unit shall be established in the Bureau of Criminal Investigation with the responsibility of implementing City Ordinances Sections 11.2301 through 11.2313, maintaining all necessary records as required therein, and performing other related duties, including coordination of all registration activities of the separate Districts.

General procedures shall be as follows:

1. District Stations and the Central Headquarters Registration Unit will be equipped with the necessary photographic equipment and forms to register handguns.
2. The forms "Application for Handgun Owner's Identification Card" and "Application for Handgun Registration Card" shall be completed in duplicate, either printed in ink or typed, with the assistance of police personnel who shall require that they be signed legible, accurate and complete.
3. Assigned fees, \$5.00 for each I.D. Card and \$1.00 for each Registration Card, shall be collected, recorded on the application form and in a receipt book, and with the original forms forwarded to Central Headquarters daily, Monday through Friday. The copies shall be kept on file at the District Station. The applicant shall be informed that he will be notified by phone upon completion of application processing

GENERAL POLICE ORDER

No. 12-76 HEADQUARTERS March 22 1976

SUBJECT: ADOPTION OF THE PR-24 BATON

TO THE MEMBERS OF THE DEPARTMENT

A new style baton, known as the PR-24 Baton, shall now be authorized as a substitute for the standard issue baton. Due to its different design, many new defensive and offensive techniques, not possible with the standard baton, can be learned with minimal training. This baton in the hands of an untrained officer could not be used to its full potential and would be both a hindrance and liability to him.

Therefore, no officer shall be permitted to carry the PR-24 baton before he has received certified training and this information is entered in his personnel jacket. Certified instructors are now available within the department and training will be conducted through the Police Academy.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-76 HEADQUARTERS March 19 76

SUBJECT: OHIO LAW ENFORCEMENT EMERGENCY RADIO NETWORK (LEERN)

USE OF "LEERN USE REPORT" FORM.

(2)

Copies of the Ohio LEERN handbook are distributed by Radio Technicians upon installation of the radios. This brochure shall remain in the assigned vehicle in order that members can familiarize themselves with its contents.

Jack E. McCormick, Chairman of the Law Enforcement Communications Committee, has requested that all participating agencies submit a "LEERN Use Report" Form after each situation requiring utilization of the LEERN radio. These reports are needed to provide a continuing evaluation of the system, in order to justify the continuation, improvement and expansion of the LEERN system.

Therefore, all personnel utilizing the LEERN System, shall complete in duplicate a "LEERN Use Report" form after each separate incident and forward them to the Chief's Office for mailing. Frank and complete input on the use of the system is requested.

"LEERN Use Report" forms are now available at the Police Supply Unit.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

11-76 March 19 76
No. _____ HEADQUARTERS _____ 19 _____

OHIO LAW ENFORCEMENT EMERGENCY RADIO NETWORK (LEERN)
SUBJECT: _____

USE OF "LEERN USE REPORT" FORM.

TO THE MEMBERS OF THE DEPARTMENT

Police vehicles are now being equipped with new Ohio Law Enforcement Emergency Radio Network (LEERN) radios. Currently, sixteen (16) vehicles are equipped, an additional eight-three (83) will be equipped to complete the program.

The LEERN System will provide emergency communications between police departments or cars throughout the State of Ohio on a common frequency. This system shall only be used when regular channels of communications are not adequate to successfully complete the operations. Some of these activities (but not restricted to) which require immediate cooperation of mobile units of more than one operating agency are as follows:

1. Civil Disorders.
2. Riots.
3. Disasters.
4. Apprehension of suspects leaving the City.
5. Transporting prisoners within the State.

The primary objective of LEERN is to provide an open channel for emergency communications. Therefore, members shall keep this channel free from all unnecessary traffic. When broadcasting, all communications shall be in clear language, concise and to the point. Identification shall be as follows: LEERN, Cleveland Car# _____, then state message. When signing off, the following message is required: Cleveland Car # _____, KU4924.

GENERAL POLICE ORDER

No. 10-76 HEADQUARTERS March 15, 1976

SUBJECT: PROCEDURE ON DEATH OF AN ACTIVE POLICE
OFFICER

TO THE MEMBERS OF THE DEPARTMENT

To lend a more personal touch and standardize the procedure for attendance at wakes and funerals, the following procedures will be implemented on the death of an active officer of the Cleveland Police Department, unless the widow or other surviving relative declines.

In every instance, whether the death occurs on duty or off duty, one member of the deceased's unit shall be assigned to attend the wake and funeral. He will be available to the family to identify those members of the department paying their last respects and provide appropriate assistance and advice concerning pension, insurance, and other benefits. The family may request a specific officer be assigned, regardless of unit.

In addition to the Funeral Detail provided by Rule 74, the following officers shall be detailed to attend the funeral in full uniform:

Officers Killed in the line of duty:

1. As many superior officers and patrolman of his unit as deemed feasible.
2. All inspectors and Deputy Inspectors;
3. The Mounted Unit and/or the Motorcycle Unit shall provide an escort.
4. A Military Funeral will be conducted by the personnel of the Funeral Detail.

GENERAL POLICE ORDER

No. 10-76 HEADQUARTERS March 15, 1976

SUBJECT: PROCEDURE ON DEATH OF AN ACTIVE POLICE
OFFICER

(2)

Other deaths of officers:

Patrolmen:	Three members of his unit (patrolmen) and two of the officer's immediate supervisors.
Sergeant:	Two members of his unit and two of the officer's immediate supervisors.
Lieutenant:	Two members of his unit and two of the officer's immediate supervisors.
Captain:	Two members of his unit plus his immediate supervisor and each of of the six District Commanding Officers.
Deputy Inspector:	All Deputy Inspectors and Inspectors
Inspector:	All Deputy Inspectors and Inspectors

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 9-76 HEADQUARTERS March 5 1976

SUBJECT: USE OF NEW FORM #2098-COMPLAINT INFORMATION

TO THE MEMBERS OF THE DEPARTMENT

New Form #2098 has been printed and is available for distribution at the supply room.

Commencing March 5, 1976, this Form shall be used throughout the police department for recording and processing general complaints directed to the department which require action by a departmental unit but do not require the immediate or early dispatch of a unit.

It shall not be used for recording of complaints against personnel which shall continue to be handled by the use of Form #2096.

It shall not be used to handle complaints or Incidents requiring immediate or early dispatch of units, which shall continue to be handled by prompt notification of the CCC.

It shall not eliminate the requirement under previous orders of the prompt notification of the Chief's Office or Bureau or District Commanders of serious or hazardous situations requiring prompt action.

Whenever an officer receives a complaint requiring action by the department but not the immediate or early dispatch of a unit, he shall fill out Form #2098 in duplicate listing only the information above the heavy black line and shall forward through channels, the original to the District, Bureau or Unit required to handle the complaint.

GENERAL POLICE ORDER

No. 9-76 HEADQUARTERS March 5, 76
19

SUBJECT: USE OF NEW FORM #2098-COMPLAINT INFORMATION

(2)

The copy to the Complaint Unit of the Bureau of Inspection.

The District, Bureau or Unit receiving the original copy, or if the complaint was originally received at the District, Bureau or Unit which will handle the complaint, shall fill out the remainder of the Form and shall make as many copies as deemed necessary.

In every case, a copy shall be forwarded to the Complaint Unit at the time it is received.

The space in the upper left hand corner shall list the District, Bureau or Unit which will handle the complaint. Complaints shall be numbered consecutively in the space in the upper right hand corner (File No.---) beginning with No. 1 at the start of each year.

Normally, ten days shall be allowed for completion in the Answer Due _____ column. However, this may be extended if circumstances require it.

Dates and times of visits shall be listed on the reverse side of the form along with the action taken with final disposition or result of the investigation. The Officer investigating the complaint shall sign it in the space provided. The Sector Lieutenant or Investigating Officer's immediate superior shall review the results and disposition of the investigation and if satisfied

GENERAL POLICE ORDER

No. 9-76 HEADQUARTERS March 5, 1976
SUBJECT: USE OF NEW FORM #2098-COMPLAINT INFORMATION

(3)

that it has been properly handled shall sign the Form in the space provided.

Upon completion of the assignment, a copy of the Form listing the disposition and signed by the supervising officer shall be sent through channels to the Complaint Unit so that it may close its file on the complaint.

Copies of the complaint shall be kept at the District, Bureau or Unit handling same and the Complaint Unit for a period of six months, at which time they may be purged. However, serious or important complaints, or those that may recur, Form #2098's that may be used as evidence such as in vice padlock actions, and any Form 1's or written reports made in connection with the complaints shall be retained in the files as long as needed.

The Complaint Unit shall daily provide to the Chief's Office a copy of serious or important complaints or such complaints as the Chief's Office has designated.

Any orders or parts of orders in conflict are hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-76

HEADQUARTERS March 5

76

SUBJECT: SUPPLEMENT TO G.P.O. 3-73 VEHICLE FUEL

ACCOUNTING SYSTEM

TO THE MEMBERS OF THE DEPARTMENT

When forwarding Form 1 reports requesting the replacement of a lost or damaged gas card, the mutilated or damaged gas card shall be sent along with the report through proper channels to the Vehicle Section, Division of Administrative Services.

By order of

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

7-76

March 3

76

No. _____ HEADQUARTERS _____ 19____
USE OF REVISED IDENTIFICATION FORM C OF C

SUBJECT: ~~71-42~~

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately, a new revised identification Form, C of C 71-42, shall be placed into use. It shall replace the currently used Form 42.

The revised Form 42 shall continue to be issued to victims or witnesses whenever a suspect in a crime had been seen clearly enough to be identified. The issuing officer shall complete the form in duplicate for each person directed to view photos. The original shall be issued to the victim or witness and the copy shall be turned over to the investigating Detectives or forwarded to the General Duty Office of the Bureau of Criminal Investigation (BCI) where it shall remain as a file copy.

When photos are viewed at the S.I.U., the assigned member reviewing the Form 42 shall enter on the reverse side of the Form, the date and time of viewing, the names of the suspects picked with CPD numbers, any comments on the surety of identification and sign his name and rank. The Form shall then be returned to the General Duty Office of the B.C.I..

Whenever suspects are mentioned or described in the RC-1 Crime Reports, a statement such as "Form 42 issued", or "Form 42 not issued", shall be included in the report.

These Forms are presently available at the Supply Unit.

By order of,
LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-76 HEADQUARTERS March 2 1976

SUBJECT: PROCEDURE WHEN INVESTIGATING ACCIDENTS

INVOLVING EMERGENCY MEDICAL SERVICE (EMS) VEHICLES.

TO THE MEMBERS OF THE DEPARTMENT

Insurance coverage requirements on the Emergency Medical Service (EMS) make it mandatory that the City forward accident reports to the Insurance Company without delay.

To assist in the fulfillment of these requirements the following procedure shall be followed.

- 1.) All accident reports involving EMS vehicles shall be completed as soon as possible and forwarded to the Mail Center without delay.
- 2.) Photographs are to be taken at the scene, even if the accident appears to be minor. Photographs of both City and civilian vehicles are necessary. Measurements and statements shall be included as part of the accident investigation.

All reports are to be forwarded to the Mail Center and from there immediately to the Accident Investigation Unit. Copies of all reports shall then be forwarded, without delay, by the A.I.U. to the Law Department, City Hall.

Commanding Officers shall be responsible that all members under their command are apprised of this procedure.

By order of,
LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-76 HEADQUARTERS February 13, 1976

SUBJECT: NEW BOOKING PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

In compliance with the Federal Court Ruling (Class Action Case #C 73-425) of January 12, 1976, the following changes to the in-house booking of arrested persons shall become effective immediately.

All Bureau of Patrol District Stations and the Bureau of Criminal Investigation shall book all original arrests and subsequent charges of prisoners in one "Booking Registry".

The use of the large white "Blotter" with its separate "Index" shall be discontinued.

The "Cleveland Police Booking Registry" shall be used for recording both arrests and charges. New books have been ordered for future use with the above name printed on the front cover. This book will have a self contained Alphabetical Index, (same as our Golden Rule Book). The "Golden Rule Book" (G.R. Book) is suitable for this purpose until the new books become available at the Supply Unit.

Proper information shall be entered under each structured column of this book.

The title of the crime for which a person is arrested shall be accurately described under the "Offense" column of the registry...ie...Robbery, Burglary, Rape, P.L., Shoplifting, etc. The use of the word "Investigation", or its abbreviation, under the "Offense" column SHALL NOT be used. The term "INVESTIGATION" does not properly describe the

GENERAL POLICE ORDER

No. 5-76 HEADQUARTERS February 13, 1976

SUBJECT: NEW BOOKING PROCEDURE

(2)

offense for which the person was arrested.

The time, date, location, name of victim and/or complainant and a brief description of the crime shall be entered under the "Remarks" column.

One of the following three (3) entries shall be recorded under the "Released By" column:

1. The title of the crime or offense for which the arrested person is charged, followed by the time and date charged.
2. Straight Release, followed by the time and date released.
3. Sent to Detective Bureau, followed by the time and date sent.

The Warrant and Suspect Unit shall continue to use the traditional large white "Blotter" with its separate "Index" from which the Court Docket is made daily.

All orders and parts of orders in conflict are hereby rescinded.

By order of

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 3-76 HEADQUARTERS February 6 1976

SUBJECT: EQUIPMENT INSPECTIONS - COMMANDING OFFICER
RESPONSIBILITIES

TO THE MEMBERS OF THE DEPARTMENT

Effective February 8, 1976, monthly inspection of equipment at the Ordnance Section shall be replaced by semi-annual inspections, in addition to which there shall be monthly inspection and cleaning of shotguns at the Outdoor Range on the occasion of each vehicle's attendance thereat for target practice. The Ordnance Section Shall cause schedules for the semi-annual inspections to be teletyped.

Medical equipment inspection shall continue to be made monthly on weekdays between 8:00 A.M. and 2:00 P.M. at the Medical Inspection Center in the basement at Central Station, according to a schedule to be teletyped each month.

Commanding Officers of Bureaus, Districts and Divisions shall include in their Monthly Activity Reports required under G.P.O. 16-75, a report on the fulfillment of these inspections responsibilities and those related to police vehicles and medical and ordnance equipment at district and bureau stations including the inspections called for in G.P.O. 41-75. They shall include a status report on the presence and condition of all such equipment.

In these monthly activity reports, all equipment must be reported as intact and in good working order as of the last day of each month, and it must be stated that all required inspections have been made throughout the month; or,

GENERAL POLICE ORDER

NO. 3-76 HEADQUARTERS February 6, 19 76

SUBJECT: EQUIPMENT INSPECTION - COMMANDING OFFICER
RESPONSIBILITIES.

(2)

if this is not the case and equipment is either missing or unserviceable, full details must be included together with a statement that the proper investigation is being conducted. In the latter case, of course, full reports must be forthcoming without delay.

G.P.O. 19-64 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-76 HEADQUARTERS February 6 19 76

SUBJECT: PLACEMENT AND MAINTENANCE OF BARRICADES AND
LANTERNS AT DANGEROUS CONDITIONS ON PUBLIC
PROPERTY - PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Whenever barricades and/or lanterns are needed to safeguard a dangerous condition on public property, the district C.C.C. dispatcher shall be notified.

The district C.C.C. dispatcher shall notify the nearest Service Department Yard of the dangerous condition and request the placement of barricades and/or lanterns. An updated list of telephone numbers of Service Department Yards providing barricades and lanterns on a 24 hour basis, is on file at the C.C.C.

When circumstances warrant, personnel shall remain on the scene until the arrival of a Service Department Crew.

Commanding Officers of Districts, shall cause a record to be maintained, of locations where barricades and lanterns are placed, until the barricades and lanterns are removed. This record shall be updated daily from information supplied by field personnel.

Bureau of Patrol personnel shall make periodic checks of these locations, within their respective areas of patrol, to insure the barricades are in place, and lanterns lighted during hours of darkness. Entries of such inspections shall be inserted in their daily duty reports.

General Police Order 46-56 and Notice dated 4-22-59, are hereby rescinded.

By order of
LLOYD F. GAREY

CLE000243

GENERAL POLICE ORDER

No. 2-76 HEADQUARTERS January 15 1976

SUBJECT: REVISED AND SUPPLEMENTARY RADIO CALL

NUMBERS (AMENDMENT TO G.P.O. 13-71 and 8-73)

TO THE MEMBERS OF THE DEPARTMENT

A revised list of radio call numbers, principally effecting the Bureau of Inspection and Administrative Services and Task Force has been prepared and shall be distributed to the various units requiring them.

All other call numbers shall remain unchanged.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

THE CALENDAR

The following measures will be on their passage at next meeting:

ORDINANCES

Ord. No. 1695-63.

By Messrs. Katalinas, Pilch, Sinkiewicz, Gaines, Leo Jackson and M. Morris Jackson.

An emergency ordinance to supplement The Codified Ordinances of the City of Cleveland by enacting new Chapter 54, Sections 3.5401 to 3.5415, inclusive, thereof relating to littering on public and private property and penalties therefor.

Whereas, this ordinance constitutes an emergency measure providing for the immediate preservation of the public property and health by reason of the emergency which exists in the City of Cleveland in that public and private property is being littered with paper, trash, dirt and other debris and in order to eliminate this problem which depreciates property values and creates a health hazard to all citizens, provisions must be made to facilitate enforcement; now, therefore,

Be it ordained by the Council of the City of Cleveland:

Section 1. That The Codified Ordinances of the City of Cleveland be and they are hereby supplemented by enacting new Chapter 54, Sections 3.5401 to 3.5415, inclusive, to read as follows:

CHAPTER 54

Anti Litter Ordinance

Section 3.5401. Definitions.

For the purpose of this Chapter the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "Shall" is always mandatory and not merely directory:

(1) "Commercial Handbill" is any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature:

(a) Which advertises for sale any merchandise, product, commodity, or thing; or

(b) Which directs attention to any business or mercantile or commercial establishment, or other activity, for the purpose of either directly or indirectly promoting the interest thereof by sales; or

(c) Which directs attention to or advertises any meeting, theatrical performance, exhibition, or event of any kind, for which an admission fee is charged for the purpose of private gain or profit.

(2) "Garbage" is putrescible animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.

(3) "Litter" is "garbage", "refuse", and "rubbish" as defined herein and all other waste material which, if thrown or deposited as herein prohibited, tends to create a danger to public health, safety and welfare.

(4) "Non-Commercial Handbill" is printed or written matter, any sample, or device, dodger, circular, leaflet, pamphlet, newspaper, magazine, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature not included in the aforesaid definitions of a commercial handbill.

(5) "Park" is a park, reservation, playground, beach, recreation center or any other public area in the City, owned or used by the City and devoted to active or passive recreation.

(6) "Public property" or "public place" is all property owned, operated or controlled by any governmental agency, including but not limited to streets, sidewalks, tree-lawns, parks, playgrounds, parking lots, schools, libraries, post office, municipal transit facilities and other public lands and buildings."

(7) "Private property" or "private place" is all property not included in the aforesaid definition of "public property" including, but not limited to vacant land or to any land, building or other structure designed or used for residential, commercial, business, industrial, institutional or religious purposes, together with any yard, grounds, walk, driveway, fence, porch, steps, vestibule, mailbox and other structure appurtenant thereto."

(8) "Refuse" is all putrescible and nonputrescible solid wastes (except body wastes), including garbage, rubbish, ashes, street cleanings, dead animals, abandoned automobiles, and solid market and industrial wastes.

(9) "Rubbish" is nonputrescible solid wastes consisting of both combustible and non-combustible wastes, such as paper, wrappings, dirt, cigarettes, cardboard, tin cans, yard clippings, leaves, wood, glass bedding, crockery and similar materials.

(10) "Vehicle" is every device in, upon, or by which any person or property is or may be transported or drawn upon a highway.

Section 3.5402. Litter on Public Property.

No person shall throw or deposit litter in or upon any streets, sidewalk or other public place within the City except in public receptacles or in authorized receptacles for collection.

Section 3.5403. Placement of Litter in Receptacles so as to Prevent Scattering.

Persons placing litter in public receptacles or in private receptacles shall do so in such a manner as to prevent it from being carried or deposited by the elements upon any street, sidewalk, or other public

"Section 3.540301. Upsetting Public or Private Receptacles.

No person shall upset a public or private receptacle designed or used for the deposit of litter or cause or permit its contents to be deposited or strewn in or upon public or private property."

Section 3.5404. Sweeping Litter into Gutters Prohibited.

No person shall throw, deposit or sweep into any gutter, sidewalk, street or other public place within the City the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning or in control of occupying property shall keep the sidewalk in front of their premises free of litter.

Section 3.5405. Litter Thrown by Persons in Vehicles.

No person, while a driver or passenger in a vehicle, shall throw or deposit litter upon any street or other public place within the City, or upon private property.

Section 3.5406. Truck Loads Causing Litter.

No person shall drive or move any truck or other vehicle within the City unless such vehicle is so loaded as to prevent any load, contents or litter from being blown or deposited upon any street, alley or other public place.

Section 3.5407. Litter in Parks.

No person shall throw or deposit litter in any park within the City except in public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of that park or upon any street or other public or private property. Where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

Section 3.5408. Litter in Lakes and Fountains.

No person shall throw or deposit litter in any fountain, pond, or any other body of water or natural watercourse in a park or elsewhere within the City.

Section 3.5409. Throwing or Distributing Handbills in Public Places.

No person shall throw or deposit any commercial or non-commercial handbill in or upon any sidewalk, street or other public place within the City. Nor shall any person hand out or distribute or sell any commercial handbill in any public place. Provided, however, that it shall not be unlawful on any sidewalk, street, or other public place unless specifically prohibited by the controlling governmental agency for any person to hand out or distribute, without charge to the receiver thereof, any non-commercial handbill to any person willing to accept it, and provided further that the person making said distribution shall not hamper nor interfere with pedestrian or vehicular traffic.

Section 3.5410. Placing Commercial and Non-Commercial Handbills on Vehicles.

No person shall throw or deposit any commercial or non-commercial handbill in or upon any vehicle. Provided, however, that it shall not be unlawful in any public place unless specifically prohibited by the controlling governmental agency for a person to hand out or distribute without charge to the receiver thereof, a non-commercial handbill to any occupant of a vehicle who is willing to accept it.

Section 3.5411. Litter on Occupied Private Property.

No person shall throw or deposit any litter on any occupied private property except in properly maintained receptacles. The owner or person in control of private property must provide sufficient private receptacles for collection of litter. No person shall deposit litter in said receptacles in such a manner that it will be carried or deposited by the elements upon private property or any sidewalk, street or other public place.

Section 3.5412. Owner to Maintain Premises Free of Litter.

The owner, occupant, or person in control of any private property shall at all times maintain the premises free of litter except that which is contained in receptacles for collection.

Section 3.5413. Litter on Vacant Lands.

No person shall throw or deposit litter on any open or vacant private property within the City whether owned by such person or not.

Section 3.5414. Penalty.

Whoever violates any of the provisions of this Chapter shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00).

Section 3.5415. Waiver.

Notwithstanding the penalty provisions of Section 3.5414, any person who has violated any of the provisions of this Chapter, upon executing before and filing with the Clerk of the Municipal Court, Criminal Branch, an instrument waiving the formal issuance of an affidavit and warrant, together with the reading of such affidavit and the right to be present personally at the trial of such action, and further waiving the right to appeal and error and authorizing a plea of guilty to be entered and the defendant submitted

to the mercy of the Court, and upon depositing within forty-eight (48) hours after citation, with said Clerk, the sum of two dollars and fifty cents (\$2.50) and the costs of Court or depositing within seventy-two (72) hours after citation, with said Clerk, the sum of four dollars and fifty cents (\$4.50), and the costs of Court, may be fined said respective amounts by the Court; provided, however, that for the first 14 days after the effective date of this ordinance a warning notice shall be issued to any person violating any provisions of this ordinance and no cost shall be assessed and for the next thirty days subsequent thereto the sum to be deposited shall be a total of \$1.00.

Section 2. That this ordinance is hereby declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

GENERAL POLICE ORDER

No. 1-76 HEADQUARTERS January 2 1976

SUBJECT: CODIFIED ORDINANCES SECTIONS 19.9108

"SOLICITING", 19.9109 "PROSTITUTION".

TO THE MEMBERS OF THE DEPARTMENT :

Effective October 15, 1975, Municipal Codified Ordinance Sections 19.9108 "Soliciting" and 19.9109 "Prostitution" have been amended, and now stipulate, 1) a mandatory three day's imprisonment and 2) the elements of "Soliciting", forbids the solicitation of paid sexual activity, whether the solicitor is the one buying or selling his or her favors, and reads:

19.9108 Soliciting

- A) No person shall solicit another to engage with such other person in sexual activity for hire. This section forbids the solicitation of paid sexual activity, whether the solicitor is the one buying or selling his or her favors.
- B) Whoever violates this section is guilty of soliciting, a misdemeanor of the third degree. At least three days imprisonment is mandatory under this section, notwithstanding any other ordinance of this chapter.

19.9109 Prostitution

- A) No person shall engage in sexual activity for hire.
- B) Whoever violates this section is guilty of prostitution, a misdemeanor of the third degree. At least three days imprisonment is mandatory under this

GENERAL POLICE ORDER

No. 1-76 HEADQUARTERS January 2 19 76

SUBJECT: CODIFIED ORDINANCES SECTIONS 19.9108

"SOLICITING", 19.9109 "PROSTITUTION".

(2)

section, notwithstanding any other ordinance of this chapter.

Therefore, when personnel have cause to enforce Section 19.9108, "Soliciting", and sufficient evidence is disclosed for a chargeable offense, the Prosecutor is to be consulted to determine the feasibility of charging both participants.

Commanding Officers shall cause implementation and full compliance with the provisions of these ordinances.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 63-75 HEADQUARTERS December 18, 1975

SUBJECT: ADOPTION OF THE NEW PARKING AND MINOR
MISDEMEANOR TICKET

TO THE MEMBERS OF THE DEPARTMENT

Effective 12:01 A.M., Friday, December 19, 1975 use of the present "Parking Violation" ticket shall be discontinued and a revised "Notice"/"Citation" ticket adopted in its place. New ticket books shall be distributed by the Supply Unit and the old ticket books collected and returned there for final accounting.

A permanent record of books received and issued shall be maintained by the Supply Unit and by the receiving Units. Commanding Officers shall be responsible for proper distribution and record keeping at the Unit level.

Detailed instructions for completion of the new tickets have been separately printed for individual distribution. These shall be considered and integral part of this order.

General Police Orders 22-72, 12-71, 39-68 and 24-67 are hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 62-75 HEADQUARTERS December 5 1975

SUBJECT: NEW BEAT PATROL DUTY REPORT

TO THE MEMBERS OF THE DEPARTMENT

To supplement the needs of the department, a new "Beat Duty Report", Form C of C 71-3 has been prepared, primarily for utilization by the Task Force Motorized Foot Patrol Unit. However, the form may be implemented by any unit utilizing scooter patrols. Supplies are now available at the supply unit.

The format of the form C of C 71-3, closely resembles that of the Form C of C 71-ZC-1 Rev. (Zone Car Duty Report) and entries shall be inserted accordingly. Statistical entries required at the bottom of the report shall be completely and accurately filled. When a required entry fails to apply to a particular unit or a zero entry would be made, a dash (-) shall be inserted in the space provided for such entry.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 61-75 HEADQUARTERS December 1, 1975

SUBJECT: REVISED TIME KEEPING PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Effective December 1, 1975, a revised time keeping procedure shall be placed in effect. The full context of this procedural order shall be issued to each member. Commanding Officers shall cause distribution to all members and obtain necessary payroll sheet receipts.

General Police Orders 14-66, 39-71, 42-71, 5-72, 17-72, 15-74 and 47-75 are hereby rescinded.

By order of

LLOYD F. GAREY
CHIEF OF POLICE

Sgt. BREARLEY

GPO 60-75

November 25, 1975

SUBJECT: DETOXIFICATION CENTER - PLACEMENT OF ALCOHOLICS

- A. Section 2935.33 (C) of the Ohio Revised Code gives a Police Officer the authority to place in a Detoxification Center a person who is an alcoholic or is suffering from acute alcohol intoxication, with that person's consent.
- B. The Salvation Army has established such a Detoxification Center at their Harbor Light complex located on the 6th floor, 1710 Prospect Avenue, phone 621-3388. This detoxification facility has received accreditation from the Cleveland Hospital Board and has a service agreement with Metropolitan General Hospital.
- C. This program is designed to divert chronic alcoholics suffering from intoxication to treatment facilities in lieu of arrest.

D. PROCEDURES:

Police Officers may take any male or female over 18 years of age to the detoxification and treatment facility instead of effecting an arrest. The following conditions shall be required:

- 1. There must be a bed available at the detoxification facility. The Officer should contact the Communications Control Center by radio or the Detoxification Center by telephone to determine whether space is available.
- 2. The Police Officer shall have reason to believe that an individual is an alcoholic and is suffering from acute alcohol intoxication.
- 3. The individual shall have committed no offense other than drunkenness.
- 4. The individual is not violent or abusive at the time of contact.
- 5. The individual consents to entering the detoxification facility.

An adequate frisk shall be made for dangerous or deadly weapons before placing the individual into the police vehicle.

This is an essential precaution and, unless incident to arrest or connected with a criminal situation as prescribed by the United States Supreme Court, consent must first be obtained.

E. DETERMINING ELIGIBILITY:

- 1. A limited number of beds requires that each Police Officer use careful judgement in determining who is eligible for detoxification services. The services should be reserved for acutely intoxicated individuals and not for the "occasional" drunk. The following criteria should be considered in determining the extent of intoxication and eligibility for detoxification services.

Page Two

- (a) Breath odor of alcohol; an unsteadiness or staggering gait; slurred speech; nervous tremors; easily provoked; watery, red eyes; disheveled clothing; evidence of bladder or bowel incontinence; vomiting; not mentally alert
 - (b) Past arrests for drunkenness and offenses related to drunkenness.
2. Prior to asking an individual if he would accept treatment, the Officer should obtain a want check via radio. If subject is not wanted, then the Officer should check with the Communications Control Center by radio or telephone 621-3388 to ascertain whether a bed is available at the Detoxification Center. The Center will keep the CCC informed relative to the availability of beds.
 3. After deciding that an individual is acutely intoxicated, and providing he is not violent or abusive, he should be informed that he can obtain medical service, proper care, hot food and a bed. Then he should be asked whether he wishes to avail himself of these facilities, and informed that, even if he decides to accept, he will still be free to leave the Center, later, without fear of arrest.
 4. If the individual refuses treatment, the Officer must decide whether or not to arrest. If the decision is made to arrest, normal arrest procedures shall be followed, except that under "remarks" on the arrest card, the Officer must give one of the following reasons for the arrest:
 - (a) No bed is available.
 - (b) Offender refused to go to the Center.
 - (c) Offender was violent or abusive.
 - (d) Added charges.
 - (e) Offender was not acutely intoxicated.

This information will be used to evaluate the need for additional beds at the Center after the initial period of operation.

No Officer will use the threat of arrest to induce or coerce individuals to accept treatment. The possibility of arrest will not be mentioned until after the individual has refused treatment.

5. If the intoxicated individual is unconscious and cannot be revived, or if he appears to be seriously injured (broken leg, profuse bleeding, etc.) and has the medical symptoms of severe alcohol intoxication, e.g.: incoherence, hallucinations, excessive tremors, or difficulty in breathing, the Officer will not take him to the Detoxification Center but will immediately have him transported to the closest hospital emergency room. The individual need not be placed under arrest.

Page Three

F. THE DETOXIFICATION FACILITY

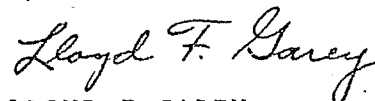
1. If the decision is made to transport an individual to the detoxification facility, he will convey same to the rear entrance of the Detoxification Center which is located on Caton Court off East 18th Street and is equipped with a buzzer to summon Detoxification Center personnel. An aide will open the door and provide a wheel chair for the individual, if needed. The Officers shall accompany the aide and the patient to the 6th floor Admission's Office.

NOTE: If the gate to Caton Court is locked, use the next gate south on East 18th Street. It is equipped with a buzzer and monitored by closed circuit television. The gate will be opened by Salvation Army aides monitoring television.

2. The Police Officer will provide the Center's admission personnel with the information necessary to complete the Officer's section of the patient's admitting form. Information shall include the date, time and place of contact, name and home address of patient, if known, and an appropriate description of the patient's appearance at the time of contact. Also describe any injuries and the manner received, if known. The Officer shall thoroughly search the patient for personal property and shall complete a property report, jointly with the Center's staff.
3. After signing the admitting form, the Officer may leave the patient in the custody of the Detoxification Center's staff. The arresting Officer will be given a copy of this report for filing at the District.
4. The Daily Duty Report entry shall consist of "Referral" to the Detoxification Center" along with the individual's name.
5. Exceptions are Juvenile Offenders.

Juveniles found to be acutely intoxicated shall be handled according to present procedures.

By order of,



LLOYD F. GAREY
CHIEF OF POLICE

ks

SECRET. BREARLY

GPO # 59-75

October 31, 1975

SUBJECT: THE NEW OHIO UNIFORM TRAFFIC TICKET (MOVING TRAFFIC CITATION)

1. The Supreme Court of Ohio has amended its "Rules of Practice and Procedure in Traffic Cases for all Courts Inferior to Common Pleas". The amended rules are styled as the "Ohio Traffic Rules" and are effective immediately. In conformance with the new procedure an amended "Ohio Uniform Traffic Ticket" has been adopted.
2. The new "Ohio Uniform Traffic Ticket" is a four (4) part form composed of no carbon required (NCR) paper. The form shall be distributed thusly:
 - (a) The first sheet (White) shall be the Court Record.
 - (b) The second sheet (Yellow) shall be the Abstract of Court Record for the Bureau of Motor Vehicles.
 - (c) The third sheet (Green) shall be the Enforcement Agency Record.
 - (d) The fourth sheet (Pink) shall be the Defendant's Copy.
3. Instructions for completing the new Ohio Uniform Traffic Ticket have been separately printed for individual distribution, these shall be considered an integral part of this order.
4. The new "Ohio Uniform Traffic Ticket" shall be completed for both adult and juvenile traffic violators. Additionally, in juvenile cases a "Juvenile Traffic Offense Citation" shall be completed in duplicate. The original and copy shall be attached to the traffic ticket without folding, and forwarded via the "locked box", to the Data Processing Unit.
5. It should be noted, the former procedure requiring a Superior Officer, acting in his capacity as a Deputy Clerk of Court, sign the affidavit portion of the ticket has been eliminated from the new form. The Ohio Supreme Court has ruled that the issuing officer's signature alone, on the traffic ticket, qualifies the ticket as a affidavit. No further action is necessary. (See exception - paragraph 14). This procedure also applies to the Juvenile Traffic Offense Citation.
6. The Storeroom Unit shall be responsible for stocking and issuing traffic ticket books. Each Unit obliged to perform any type of traffic enforcement shall obtain a supply of traffic ticket books from the Storeroom. A permanent record of these transactions shall be maintained by the Storeroom and by the Unit receiving traffic ticket books.
7. The Form #302-255 Inter-Office Envelopes shall continue to be used for mailing the tickets to the Data Processing Unit via the locked box located at the following Headquarters: Each of the six (6) Police Districts, Accident Investigation, Motorcycle Unit, Hopkins Airport, Tactical Unit and Troop A.

CLE000257

Page 2.

8. Each officer shall be responsible for all traffic ticket books issued to him. Upon receiving a traffic ticket book, the receiving officer shall immediately complete the "Book Receipt" and forward it via the locked box to Data Processing.
9. Each morning, prior to 9:30 A.M., with exception of Sunday and Holidays, the locked boxes shall be forwarded to the Data Processing Unit. This procedure must be followed in order that the Data Processing Unit has sufficient time to publish the daily docket. The Data Processing Unit shall receipt for the contents of the locked box in a book presented for that purpose. In Juvenile Citation cases the Data Processing Unit shall retain the copies needed for that Unit and shall forward to Juvenile Court the Court Record (White Sheet) and the Abstract of the Court Record (Yellow Sheet) of the Uniform Traffic Ticket, together with the original and copy of the Juvenile Traffic Offense Citation.
10. The Data Processing Unit shall establish a system of accountability of "tickets" received, in order that proper controls are maintained. When the last "ticket" of a book is issued, it shall be forwarded together with the "Officers Ledger of Violations", to the Data Processing Unit. Prior to forwarding, the "ledger" must be signed by a Superior Officer beneath line #20, indicating an accounting has been made of all 20 tickets. In the event a "Ticket" must be voided, for any reason, a Form #1 of explanation must be made without delay and forwarded accompanying the voided ticket to the Data Processing Unit. Additionally, a Superior Officer shall affix his signature on the Officers Ledger on the line of the voided ticket. Reason for voiding shall be restricted to torn and mutilated tickets and those which for other critical reasons are not presentable to the Court. Thus Lost, Missing, or Voided tickets may result in both official court action as well as Departmental charges being preferred.
11. When an offender has been cited, he is to receive the Defendant's copy (Pink) of the ticket. The remaining three (3) copies shall be retained as a unit and presented to a Superior Officer for examination and approval. The Superior Officer shall initial the bottom of the ticket indicating that he has examined the ticket and it has been properly completed.
12. If a traffic ticket has been issued and found to be in error by the Superior Officer as to the violation cited, improper court appearance date, etc., it shall be incumbent upon the issuing officer to rectify such error and also contact the offender to advise him of the change.
13. When a traffic violator is arrested and physically booked, a traffic ticket shall be completed and signed by the arresting officer. The violator's copy shall be served on the Defendant and the Court Record original and the Abstract Court Record copy shall be attached to the booking slip and forwarded to the Court. The Enforcement Agency copy shall be forwarded to the Data Processing Unit via the "locked box". Additionally, the

CLE000258

(Cont. 13)

notation, "Booked at ____ District", shall be written across the top of the ticket, above all other printing or writing.

14. When the Prosecutor must be consulted, as in the cases of arrests for Driving While Intoxicated, Reckless Driving, Vehicle Homicide, Drag Racing, etc., the notation "Case to Prosecutor--- For Record Purposes Only", shall be written along the side of the Traffic Ticket. Compliance with this procedure is necessary, since the Traffic Ticket is used to inform the Ohio Bureau of Motor Vehicles of the traffic arrest and further to preclude the possibility of a dual affidavit being issued by the Court.
15. Whenever a ticket is issued to a violator for operating a Motor Vehicle without a operator's license, the listed owner's name, if not the same, shall be placed in the "Description of Offense" section and if other suitable identification i.e., credit cards, etc., cannot be produced by the violator, he shall be held for bail.
16. All adult traffic violators, excluding those persons booked, shall be scheduled for court appearance fourteen (14) calendar days from the date of issuance, except Sunday, when the violator shall be scheduled for the fifteenth (15) calendar day after the issuance. All Traffic court cases are to be scheduled for 9:00 A.M. in Court Room #1 before the Traffic Court Referee.
17. There will be NO COURT on the following days: Sunday, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Therefore, Traffic tickets, which would have normally been scheduled for any of the aforementioned days, shall be scheduled for the following court date.

The following General Police Orders and Training Bullentins are Rescinded:

GPO 1-75, 30-71, 26-71, 12-71, 9-69, 8-69, 5-69, 37-68, 24-67, 27-66, 9-60, 33-50 and portions of GPO 39-68 pertaining to "Notice of Appear" (Moving Traffic Citation).

Training Bulletin #9.01

By order of,

Lloyd F. Garey

LLOYD F. GAREY
CHIEF OF POLICE

GPO 59-75

October 31, 1975

INSTRUCTIONS FOR COMPLETING THE NEW OHIO UNIFORM TRAFFIC TICKET

With a view toward insuring uniformity, and to provide legible and comprehensive information for the Court and other agencies, it is necessary that all personnel who are involved in the issuance of a Ohio Uniform Traffic Ticket follow the instructions contained herein.

The new Ohio Uniform Traffic Ticket shall be completed for both adult and juvenile traffic violators. Additionally, in juvenile cases a Juvenile Traffic Offense Citation shall be completed in duplicate.

The new Ohio Uniform Traffic Ticket shall be completed by the issuing officer in the following manner:

1. The Uniform Traffic Ticket is printed on NCR (no carbon required) paper.
2. All entries shall be printed, except for signatures of issuing officers, using a ball point pen with either black or blue black ink.
3. Where a "check mark" is required in a block to specify a definite entry an "X" shall be used.
4. Municipal Court - Juvenile Court - Check the appropriate block, the Court in which the violator is to appear.
5. NAME - Insert name as given on the drivers license. In cases where the operator does not have a drivers license, then the listed owners name shall be written in the space allotted in #____ "Description of Offense".
6. STREET - (a) Insert the address of the violator, as shown on his drivers license.
7. CITY - STATE - Insert the name of the City and State as well as the ZIP CODE of the violator.
8. LICENSE NUMBER - Insert the drivers license number of the violator.
9. LICENSE ISSUED - MONTH & YEAR - Insert the month and year of issuance of the violator's license.
10. EXPIRES BIRTHDATE 19__ STATE____ - Complete year of expiration and insert State of issuance.
11. SOCIAL SECURITY NO. - Insert Social Security number.
12. BIRTHDATE, MO. - DAY - YEAR - Abbreviate using at least first three letters of the month. Insert day and year.
13. SEX - Insert "M" for male and "F" for female.
14. HEIGHT - Insert in feet and inches.

Page 2.

15. WEIGHT - Insert as shown on drivers license or in obvious difference, present weight.
16. HAIR - Insert color as shown on drivers license or from observation.
17. EYES - Insert color as shown on drivers license or from observation.
18. LICENSE TYPE - OPERATOR - CHAUFFEUR - PROBATIONARY - TEMPORARY PERMIT - Check the appropriate block.
19. LICENSE RESTRICTION - Insert yes or no as shown on drivers license.
20. CORR. LENS - HAND CONT. - POW STEER. - AUTO. DRIVE - DAYLITE ONLY - Check appropriate block.
21. In the section "To Defendant, Complaint", the blank spaces shall be filled out as follows:
 - a. ON - Insert day of the week, abbreviate using first 3 letters.
 - b. THE - Insert date of violation.
 - c. DAY OF - Insert month or abbreviation therefor.
 - d. 19__ - Complete year.
 - e. AT - Insert time of violation, A.M. or P.M..
 - f. YOU UNLAWFULLY OPERATED - Check the appropriate block as to the type of vehicle - Passenger - Commercial - Bus - Cycle.
 - g. YR. - Insert year of make of the vehicle.
 - h. MAKE - Insert the Manufacture's name or abbreviate by using at least four letters.
 - i. BODYTYPE - Insert body design, such as: Sedan, Coach, 1 Ton Truck, etc..
 - j. COLOR - Insert color of the vehicle, 2-Tone vehicles insert the body color before the top color.
 - k. LIC. - Insert license number.
 - l. STATE - Insert State of issuance, abbreviate when necessary.
 - m. UPON PUBLIC HIGHWAY, NAMELY - Insert the name of the Street or Avenue upon which the violation occurred.
 - n. AT - Insert the exact location of the violation.

CLE000262

- o. MP - This abbreviation represents Mile Post. Normally these signs are not found within our municipality but should they be posted, insert in this block the numbers displayed on the sign.
- 22. NATURE OF VIOLATION: In this section only one type of violation shall be checked as a separate ticket is required for each violation. The Nature of Violation or Offense section shall be filled in by checking the appropriate block, i.e. improper turn, stop sign, etc..
- 23. DESCRIPTION OF OFFENSE - Briefly describe the offense.
- 24. IN VIOLATION OF SEC. NO. - Insert section number and check the appropriate box "Cod. Ord. of Cleveland" or "Ohio Revised Code".
- 25. SEAT BELTS - Check YES or NO.

NOTE: The condition section shall be filled out as follows;
- 26. PAVEMENT - Check the appropriate block for the condition of the road.
- 27. VISIBILITY - Check the appropriate blocks that best describe the weather conditions.
- 28. TRAFFIC - Check the appropriate blocks that best describe the traffic condition.
- 29. AREA - Check the appropriate blocks that describes the area.
- 30. ROAD SURFACE - Check the appropriate block which describes the road surface. Include the width of the roadway in feet, the number of lanes and if divided, check the block DIVIDED.
- 31. ACCIDENT - Check appropriate blocks. The line ACC. REP. No. _____ shall be left blank by the issuing officer. The Accident Report number shall be filled in at a later date by the Accident Investigation Unit.
- 32. In the "TO DEFENDANT: SUMMONS" section, the blank spaces shall be filled in as follows:
 - a. You are summoned and ordered to appear at the - after these words print "Municipal".
 - b. COURT - after this word print "of Cleveland, Room 1".
 - c. AT - After this word write 9:00 A.M..
 - d. M. - After this letter print in the month and write in the date when the violator must appear in court.
 - e. 19__ - after these numerals complete by putting in the appropriate last two digits of the year.

Page 4.

(If the violator is a Juvenile do not fill in 32 a,b,c,d & e)

- f. THIS SUMMONS SERVED PERSONALLY ON THE DEFENDANT ON - After these words print in the month and write in the date the summons was issued upon the violator.
- g. 19__ - After these numerals complete by putting in the appropriate last two digits of the current year.
- h. ISSUING-CHARGING LAW ENFORCEMENT OFFICER - On the line above the issuing officer shall sign his full name and insert his badge number, unit, post & district in the appropriate boxes provided for same.

33. After the citation has been completed by the issuing officer he shall have the violator sign the citation in the place designated, on the right side of the citation and printed lengthwise to the ticket as follows:

- a. ADDRESS - The violator is to write in his present address if different from the address shown on his driver's license.
- b. NAME - The violator shall write in his signature as it appears on the driver's license or other means of identification.
- c. OCCUPATION - The violator shall write in the name of his present place of employment.
- d. PHONE - The violator shall write in his home telephone number and if he has no home phone, then the telephone number of his place of employment.

NOTE: On the reverse side of the Defendant's Copy there is a section PERSONAL APPEARANCE REQUIRED. This box shall be checked when an unusual situation existed, such as; speeding in a school zone, speeding in a residential area, any violation resulting in an accident etc.. It shall also be checked when the offense may not be processed by the VIOLATIONS Bureau as listed on the ticket.

JUVENILE TRAFFIC OFFENSE CITATION

A Juvenile Traffic Offense Citation shall be completed (in duplicate) in each case of a Juvenile Offender being cited. This form is required for use by the Juvenile Court and shall be completed as outlined on the following page. (Compare with attached copy)

GPO 59-75

October 31, 1975

INSTRUCTIONS FOR COMPLETING THE JUVENILE TRAFFIC OFFENSE CITATION

1. ALIAS - Shall have printed in the alias of the defendant, if any.
2. MARRIED - Print Yes-Married, No-Unmarried.
3. AGE - Write in actual age.
4. SCHOOL - Print in name of school attending.
5. GRADE - Write in grade attended at school.
6. EMPLOYER - Print in name and address of employer, if employed.
7. OWNER OF CAR - Print in name and address of the owner of the vehicle operated.
8. NO. OF OCCUPANTS - Write in number of occupants including the driver. Thus, there shall always be at least a number one (1) in this section.
9. WITH OWNER CONSENT - Place "X" in box if operated with owner's consent.
10. WITHOUT CONSENT - Place "X" in box if operated without consent of owner.
11. NAME OF FATHER (Natural) - Print in the name of natural father.
12. PHONE NUMBER - Write in telephone number of natural father.
13. LIVING - Place "X" in box if natural father is living.
14. DECEASED - Place "X" in box if natural father is deceased.
15. ADDRESS - Print in address of natural father.
16. NAME OF MOTHER (Natural) - Print in name of natural mother.
17. PHONE NO. - Write in telephone number of natural mother.
18. LIVING - Place "X" in box if natural mother is living.
19. DECEASED - Place "X" in box if natural mother is deceased.
20. ADDRESS - Print in address of natural mother.
21. MARITAL STATUS OF PARENTS - Place "X" in appropriate block if Divorced, Legal Separation, other separation or if re-married. If living together and married print in "Married" to the right of this section of blocks.
22. GUARDIAN - Print in name of legal guardian and if foster parent so explain in parenthesis as (Foster Father) or (Foster Mother).

Page 2.

23. PHONE NO. - Write in telephone number of guardian or foster parent.
24. ADDRESS - Print in address of guardian or foster parent.
25. ISSUING OFFICER (s) - Print in name and rank or badge number of officer (s) issuing citation.
26. ASSIGNED TO (UNIT) - Print in Unit of assignment and vehicle call number.
27. RELEASED OR PLACE OF DETENTION - Print in disposition of violator, such as: released to father, mother, guardian, or self-recognizance and if detained print in "Detention Home" or "County Jail."
28. HAVE PARENTS OR GUARDIAN BEEN NOTIFIED THAT JUVENILE IS BEING DETAINED - Place "X" in appropriate block - Yes, They have been notified - No, They have not been notified.
29. IN THE MATTER OF - On this line print in the full name of the accused.
30. NO. - In this section write in the ticket number.
31. AFTER "YOUR PETITIONER" - Print in the name of the arresting officer who is to sign the affidavit on the form.
32. AFTER "HONOR THAT" - Print in the name of the accused.
33. AFTER "ABOUT THE AGE OF" - Write in actual age in years as of last birthday.
34. AFTER "X", BEFORE PETITIONER - Write in name of the arresting officer who is to sign the affidavit on the form. Be certain the same officer's name appears in both after "YOUR PETITIONER" and in this section.
35. The section beginning with "THE STATE OF OHIO CUYAHOGA COUNTY" shall be filled in only by the Superior Officer designated as a Deputy Clerk and then signed by both the Petitioner and the Deputy Clerk.
36. ABOVE "SIGNED" - The accused juvenile shall sign his name at the time of the issuance of the "Notice to Appear."
37. ABOVE "ADDRESS" - The accused juvenile shall write in his home address.

JUVENILE TRAFFIC OFFENSE CITATION

ALIAS	1	MARRIED	2	AGE	3
SCHOOL	4	GRADE	5		
EMPLOYER	6	ADDRESS			
OWNER OF CAR	7	ADDRESS			
NO. OF OCCUPANTS	8	9	<input type="checkbox"/> WITH OWNER CONSENT		
		10	<input type="checkbox"/> WITHOUT CONSENT		
NAME OF FATHER (NATURAL)	11	PHONE NO.	12	13	<input type="checkbox"/> LIVING
ADDRESS	15		14		<input type="checkbox"/> DECEASED
NAME OF MOTHER (NATURAL)	16	PHONE NO.	17	18	<input type="checkbox"/> LIVING
ADDRESS	20		19		<input type="checkbox"/> DECEASED
Marital Status of Parents <input type="checkbox"/> DIVORCED <input type="checkbox"/> OTHER SEPARATION <input type="checkbox"/> LEGAL SEPARATION <input type="checkbox"/> RE-MARRIED					
GUARDIAN	22	PHONE NO. 23			
ADDRESS	24				
Issuing Officer(s)	25	Assigned to (Unit) 26			
RELEASED OR PLACE OF DETENTION 27					
IMPORTANT: HAVE PARENTS OR GUARDIAN BEEN NOTIFIED THAT JUVENILE IS BEING DETAINED?				YES 28	NO 29
THE STATE OF OHIO CUYAHOGA COUNTY } SS		THE JUVENILE COURT OF CUYAHOGA COUNTY PETITION			
IN THE MATTER OF		29		No. 30	
Your petitioner, 31 a responsible person, and resident of said County, respectfully represents unto your Honor that 32 a child of about the age of 33 years, now within the said County, is a Juvenile Traffic Offender in this Offense described on Ticket Section on reverse side. Your petitioner therefore prays this Honorable Court to inquire into the alleged Juvenile Traffic Offense of the said minor and of the truth of the matters herein contained, in pursuance of the Statute in such cases made and provided; and make such order in the premises as to this Honorable Court may seem meet and proper.					
THE STATE OF OHIO } SS		X 34 Petitioner			
CUYAHOGA COUNTY }		being duly sworn says			
that has read the above petition by signed, and knows the contents thereof and that the same is true according to the best of 35 knowledge and belief.					
SUBSCRIBED AND SWORN TO BEFORE ME BY THE SAID PETITIONER THIS					
DAY OF , 19					
PETITIONER			DEPUTY CLERK		
CLEVELAND POLICE DEPARTMENT					
The undersigned juvenile promises to present this TRAFFIC OFFENSE CITATION to					
his/her PARENTS or GUARDIAN. The juvenile together with parents or guardian					
will be required to appear, for hearing, before					
CUYAHOGA COUNTY JUVENILE COURT, CEDAR					
AVE. AT E. 22nd ST., CLEVELAND, OHIO 44115					
upon notification by the Juvenile Court Authorities.					
36			37		
SIGNED			ADDRESS		

4 STATE OF OHIO CUYAHOGA COUNTY
☐ IN THE CLEVELAND MUNICIPAL COURT
☐ IN THE CUYAHOGA COUNTY JUVENILE COURT

5 NAME
6a STREET
7 CITY, STATE
8 LICENSE NO.
9 LICENSE ISSUED MO. YR. EXPIRES BIRTHDATE 19 10 STATE
SOCIAL SEC NO. 11 BIRTHDATE MO 12 DAY YR.

13 SEX 14 HEIGHT 15 WEIGHT 16 HAIR 17 EYES 18
19 LICENSE RESTRICTION
20 ☐ CORR. LENS ☐ HAND CONT. ☐ POWER STEER ☐ AUTO DRIVE ☐ EX. TITE
☐ OTHER

21 TO DEFENDANT COMPLAINT
ON a THE b DAY OF c IN d AT e M YOU
UNLAWFULLY OPERATED ☐ A VEHICLE ☐ PAID ☐ DISC. ☐ MAKE h
BODY TYPE i COLOR j BUS k STATE l
UPON PUBLIC HIGHWAY: NAMELY m AT n

IN THE CITY OF CLEVELAND, IN CUYAHOGA COUNTY AND STATE OF OHIO, AND
DID THEN AND THERE COMMIT THE FOLLOWING OFFENSES:

22 NATURE OF VIOLATION
☐ SPEED ☐ Radar ☐ Electric Timer ☐ Mechanical Timer ☐ Moving Clock
☐ IMPROPER TURN ☐ Left ☐ No signal ☐ U-Turn ☐ Right ☐ Wrong turn ☐ Prohibited
☐ DISOBEYED TRAFFIC SIGNAL OR DEVICE ☐ Stop sign ☐ Yield sign ☐ Red light
☐ IMPROPER PASSING ☐ At intersection ☐ Hill ☐ Cut in ☐ On right
☐ IMPROPER LAKE USAGE ☐ Change of course ☐ Cut out ☐ Lane straddling
☐ FAILED TO YIELD RIGHT OF WAY ☐ FOLLOWING TOO CLOSELY ☐ OPERATED WITHOUT REGARD TO SAFETY (DESCRIBE BELOW)

23 DESCRIPTION OF OFFENSE

24 IN VIOLATION OF SEC. No. 25 COR. ORD. OF CLEVELAND OHIO REVISED CODE
Yes ☐ No ☐

26 PAVEMENT ☐ Dry ☐ Wet ☐ Snow ☐ Ice
27 VISIBILITY ☐ Clear ☐ Rain ☐ Fog ☐ Night ☐ Cloudy ☐ Snow ☐ Dusk ☐ Dawn
28 TRAFFIC ☐ Crossing ☐ Light ☐ None ☐ Oncoming ☐ Heavy ☐ Pedestrian ☐ Same direction ☐ Moderate
29 AREA ☐ Rural ☐ Business ☐ School ☐ Residential ☐ Industrial
30 ROAD SURFACE ☐ Asphalt ☐ Gravel ☐ Brick ☐ Divided ☐ Concrete ☐ Dirt ☐ Width Ft. No. of lanes
31 Accident ☐ Yes ☐ Property damage ☐ Vehicle ☐ Acc. ☐ No ☐ Injury ☐ Fixed object ☐ Rep. No. ☐ Almost caused ☐ Fatal ☐ Pedestrian

32 TO DEFENDANT SUMMONS
You are summoned and ordered to appear at the a Court
b at c M. d
19 e If you fail to appear at this time and place you may be arrested.
This summons served personally on the defendant on f
19 g
The issuing charging law enforcement officer states under the penalties of perjury and falsification that he has read the above complaint and that it is true.
h
Issuing Charging Law Enforcement Officer

GENERAL POLICE ORDER

58-75
NO. _____ HEADQUARTERS _____ October 22, 1975

SUBJECT: POSITION OF DEPUTY CHIEF -- ASSIGNMENT

TO THE MEMBERS OF THE DEPARTMENT:

By authority of the Director of Public Safety, the position of Deputy Chief of Police within the Division of Police is hereby reinstituted.

Inspector Steve Szereto is hereby conferred with this title and in that capacity shall command the Bureau of Inspection and Administrative Services and the Bureau of Services and Communications.

The Division of Communications and the Division of Services shall remain under the command of Deputy Inspectors, Deputy Inspector James Birmingham and Deputy Inspector Alexander Kozak, respectively.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

57-75

October 21

75

NO. _____ HEADQUARTERS _____ 19 _____

ASSEMBLIES INVOLVING THE MARCHING UNIT

SUBJECT: _____
AND/OR FUNERAL DETAIL

TO THE MEMBERS OF THE DEPARTMENT:

All members participating in assemblies in which the Marching Unit, or any of its component parts, and/or the Funeral Detail are involved shall be subject to the direction and coordination of the Officer in Charge of the Marching Unit and Funeral Detail in respect to those aspects involving parades formations, presentations or similar proceedings or functions, and in respect to dress, equipment and appearance.

Employee organizations, the FOP, CPPA, and the Shield Club that wish to participate in any such assembly shall, prior to the date of occurrence, provide the OIC of the Marching Unit and Funeral Detail with any information he deems necessary to integrate them into the overall plan and all members of these groups participating shall be subject to his directions and coordination.

Copies of all Unusual Activity and other information reports relating to assemblies that may involve the Marching Unit and/or the Funeral Detail shall be forwarded without delay to the OIC of the Marching Unit and Funeral Detail, and, whenever a shortage of time is a consideration, he shall be contacted by phone or in person and given the necessary information. The OIC is presently assigned to the Inspection Unit - Police Line 411.

By order of,
LLOYD F. GAREY
CHIEF OF POLICE

CLE000270

GENERAL POLICE ORDER

No. 56-75 HEADQUARTERS October 17 19 75

SUBJECT: DEPARTMENTAL ORGANIZATION -- STRUCTURE
REVISION

TO THE MEMBERS OF THE DEPARTMENT:

The Bureau of Patrol shall be divided into Area, A, comprised of Districts 1, 2 and 3, and Area B, Districts 4, 5 and 6. Each shall be under the Command of a full Inspector who shall be responsible for all aspects of Police operation, the responsibilities set forth in Rule 2 and 3 of the Manual of Rules and all provisions of General Police Orders relative to responsibility and accountability.

Headquarters of Area A shall be at the Second District and Area B at the Sixth District.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 55-75 HEADQUARTERS October 17 1975

SUBJECT: REVISIONS TO GPO 25-75 -- DRESS AND
PERSONAL APPEARANCE CODE

TO THE MEMBERS OF THE DEPARTMENT;

Sections B-7 and B-8 of the GPO 25-75 -- Dress and Personal Appearance Code -- shall be revised to read as follows:

- B-7 Mustaches shall be kept neatly trimmed and shall not extend below the upper lip. Nor shall they be excessively thick or bushy, nor extend past the facial crease lines beyond the corners of the mouth which provide natural terminal lines to fix the width of the mustache. They shall not be styled, treated, or pointed so that the ends curl or protrude away from the contour of the face or extend upward higher than the lowest part of the nose.
- B-8 The face shall be clean shaven. Beards and chin goatees are prohibited, except that an unobtrusive, wispy goatee, located in the area of the chin cavity, shall be permitted.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 54-75 HEADQUARTERS October 17, 1975

SUBJECT: STATE HOSPITAL SERVICE DISTRICTS

TO THE MEMBERS OF THE DEPARTMENT:

Effective October 20, 1975, the Service Areas that determine which State Hospital bears the responsibility to accept patients will be changed.

The 10 North District for Mental Health Services (which includes Cuyahoga, Lorain, Lake and Geauga Counties) is divided into service areas. Each State Hospital serves specific catchment areas.

CLEVELAND PSYCHIATRIC INSTITUTE (CPI) will service all individuals residing in geographic areas WEST of the Cuyahoga River as well as Lorain County. All individuals whose primary diagnosis is drug dependence will also be evaluated for admission at C.P.I.

FAIR HILL MENTAL HEALTH CENTER (FMHC) will service all individuals residing in geographic areas EAST of the Cuyahoga River as well as Lake and Geauga counties.

HAWTHORNDEN STATE HOSPITAL (HSH) will service all out of state residents, transients and individuals evaluated as needing long term psychiatric care and treatment.

SAGAMORE HILLS CHILDREN'S HOSPITAL (SHCH) will service all children and adolescents (17 years or below) residing in District 10 North.

GENERAL POLICE ORDER

No. 54-75 HEADQUARTERS October 17 1975

SUBJECT: STATE HOSPITAL SERVICE DISTRICTS

(2)

The booklet titled "Directory of Psychiatric Facilities in Cuyahoga County" relative to Service Areas and distributed per Departmental Notice 70-180 shall be amended to conform with this change.

Members shall maintain the present procedure when conveying an irrational person to the nearest General Hospital Emergency Ward. When the resident Doctor decides that the person should be taken to a State Mental Hospital, members shall transport him to the institution which serves the person's residential Service Area.

G.P.O. 21-73 is hereby recended.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 53-75 HEADQUARTERS October 14, 19 75

SUBJECT: PRESERVATION OF RADIO TAPES RECORDS

TO THE MEMBERS OF THE DEPARTMENT;

Whenever a Police Vehicle is involved in an accident while on an EMERGENCY ASSIGNMENT, the Officer-In-Charge of the Radio Room shall be notified as soon as possible so that the tapes can be preserved as evidence for any possible claims or lawsuits that may be incurred by the City.

It shall be the responsibility of the Supervisory Officer investigating the accident to notify the Officer-In-Charge of the Radio Room.

It shall be the responsibility of the Officer-In-Charge of the Radio Room to notify the Law Department that the tapes, with information regarding the accident, are available.

By order of,

Lloyd F. Garey
Chief of Police

GENERAL POLICE ORDER

No. 52-75

HEADQUARTERS October 10 1975

SUBJECT: MONTHLY TARGET PRACTICE-REVISED PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The procedures governing monthly target practice shall be revised as follows:

Every member of the department shall attend monthly target practice except when

- (a) specifically excused by the Chief of Police,
- (b) working the 3rd platoon while assigned to rotating shifts,
- (c) on furlough during 4 weeks within a calendar month.

Attendance at prescribed courses of training at the Outdoor Range constitutes compliance with this order.

Whenever a member fails to attend monthly target practice, the officer-in-charge of the Unit of Arms shall notify the member's commanding officer and the Complaint Unit of the Bureau of Inspection and Administrative Services, in writing.

The member's commanding officer shall then ascertain if any of the above exceptions apply.

If no exceptions apply, the member's commanding officer shall be responsible for initiating appropriate disciplinary action.

GENERAL POLICE ORDER

No. 52-75 HEADQUARTERS October 10 19 75

SUBJECT: MONTHLY TARGET PRACTICE-REVISED PROCEDURES

(2)

Commanding Officers shall familiarize the member's under their command with the provisions of this order and cause compliance.

G.P.O. 3-51 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 51 - 75 HEADQUARTERS October 10 1975

SUBJECT: DISCONTINUED USE OF GREY UNIFORM SHIRTS

TO THE MEMBERS OF THE DEPARTMENT:

Effective immediatly Officers and Members of
the Department shall discontinue wearing the
Grey Uniform Shirt.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

50-75
NO. _____

HEADQUARTERS October 7, 1975

SUBJECT: DISTRICT TIRE REPAIR SERVICE

TO THE MEMBERS OF THE DEPARTMENT

Whenever District Stations have tires in need of repair, the Officer in charge assigned on the first platoon shall so notify the Mounted Unit on line 323 or 324. The Mounted Unit shall supply a truck and driver to deliver these tires to the East 49St. Tire repair shop.

Districts shall keep a record of all tires sent in for repair in the current District Vehicle Maintenance Book and shall require the driver's signature for each tire he picks-up for delivery to the tire shop. Similarly, the driver shall maintain a ledger in which each tire transaction shall be recorded. The record shall include, a list of tires identified by vehicle number, the date picked-up and the date the tire was returned and the signatures of the person receiving the tires at the repair shop and of the Officer in charge upon their return.

The Tire shop will notify the Mounted Unit whenever they have repaired tires for return.

For purposes of identification ALL tires delivered to the tire shop for repair, shall be tagged with a property tag containing the vehicle call number, code number, mileage and the assigned unit.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 49-75 HEADQUARTERS October 3 75
19

SUBJECT: CUSTODIAL CARE OF SUSPECTS SUBJECT TO GUNSHOT
RESIDUE AND/OR TRACE METAL DETECTION TESTS.
TO THE MEMBERS OF THE DEPARTMENT

When it is determined that a suspect is to be given a gunshot residue test or a trace metal detection test, the Forensic Laboratory or Identification Unit of the S.I.U. shall be notified immediately on line 312 or 327 respectively.

If no response is obtained from either line, the officer in charge of the Detective Bureau shall be notified on line 361 and it shall be his responsibility to arrange for the availability of the appropriate lab personnel.

The suspect shall then be brought, without unnecessary, delay to the Forensic Laboratory where the tests will be conducted.

Every effort should be made to protect the suspect's hands from contamination.

He shall not be fingerprinted or confined in a cell prior to the test and he shall not be permitted to wash or wipe his hands or touch any metal object.

If the Forensic Laboratory personnel are not immediately available, the suspect shall be held at the Detective Bureau pending their arrival.

If the suspect requires medical attention, the hospital staff should be apprised of the necessity of protecting his hands from contamination.

GENERAL POLICE ORDER

No. 49-75 HEADQUARTERS October 3 75
19

SUBJECT: CUSTODIAL CARE OF SUSPECTS SUBJECT TO GUNSHOT
RESIDUE AND/OR TRACE METAL DETECTION TESTS.

(2)

Plastic bags may be utilized for this purpose.

In the case of a deceased suspect, the Morgue attendant shall be requested to have the hands bagged and the Morgue forensic personnel shall be requested to conduct the tests.

Upon completion of tests, if the suspect is under arrest, the Forensic Laboratory personnel shall fingerprint the suspect, or have it done, in compliance with G.P.O. 9-59 and/or 22-64.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 48-75

HEADQUARTERS September 22 75
19

SUBJECT DEAD BODY INVESTIGATION PROCEDURE

SECURITY OF PROPERTY

TO THE MEMBERS OF THE DEPARTMENT:

In a memorandum to this department, County Coroner, Samuel R. Gerber, has defined conduct and responsibilities of Police Officers at the scene of deaths which by law are reportable to the Coroner.

All members are advised that Dr. Gerber's memorandum shall be the controlling procedure when DEAD BODY INVESTIGATIONS are made. As an integral part of this order, Dr. Gerber's memorandum has been reproduced in its entirety in sufficient quantities for distribution to the Districts, Bureaus and Units. These shall be used for instructional purposes and retained in unit files as a permanent reference.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 47-75

HEADQUARTERS September 19 75

SUBJECT: SUPPLEMENTARY OVERTIME REGULATIONS

TO THE MEMBERS OF THE DEPARTMENT

Supplemental to G.P.O. 14-66 and G.P.O. 15-74, the following time keeping procedures shall become effective immediately:

Vacation days worked shall no longer be indicated by an 8 hour OT symbol. Instead a vertical line shall be drawn through the V symbol, indicating that the member worked on that day. When the V days are made up at a later day, it shall be indicated by the V symbol being entered in the column of the day it was taken. Total V days taken shall be balanced against the V days due, at the end of the year, the difference converted into plus or minus overtime and the figure inserted in the appropriate column.

The last paragraph of GPO 15-74 shall be amended to read:

Cases where the overtime appears excessive or where vacation days are worked and not made up at the end of the month shall be listed in the monthly report on overtime made by Commanding Officers of each District and Bureau and Division, together with an explanation and the remedial action taken.

GPO 14-66 - the basic time keeping procedures, shall be updated and copies reissued to all members, in the near future.

By order of,
LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 46-75 HEADQUARTERS September 17, 75
19

SUBJECT: AAA TOWING

TO THE MEMBERS OF THE DEPARTMENT

Members experiencing unnecessary delay in the arrival of AAA TOW TRUCKS shall submit the details of the delay on a Form I report and forward through channels.

A copy shall be forwarded to the Auto Bureau for investigation to enable corrective action by the AAA Club.

BY ORDER OF,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 45-75

HEADQUARTERS September 17, 75

SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION
TO THE MEMBERS OF THE DEPARTMENT

Members are advised that computerized information, obtained through Police terminals, is provided for the exclusive official use of Police Officers, and its security, privacy and confidentiality must be constantly maintained. This information shall not be furnished to anyone for whom it is not intended.

Telephone requests for computerized information from foreign police agencies shall not be honored until the identification of the caller is verified. Such requests shall be answered by a return telephone call to the Agency of the person making the request, unless prior arrangements have been made to answer the request by other means, i.e. teletype, telegram or letter, etc. In every event the answer shall be directed to the Agency of the person making the request.

Telephone requests for computerized information originating from local area Police Departments and members of this Department shall not be honored until the Officer identifies himself by giving his name, rank and Unit of assignment, or, if from another Police Department, the name of that

GENERAL POLICE ORDER

45-75 SEPTEMBER 17, 75
No. _____ HEADQUARTERS _____ 19 _____

SUBJECT : CONFIDENTIALITY OF COMPUTERIZED INFORMATION

Page -2-

Department. If any doubt exists as to the validity of the request, the caller shall be informed the information will be telephoned to his Unit or Department as the case may be.

Violation of the confidentiality of computerized or other police information shall be the subject of Departmental charges.

By Order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 44-75 HEADQUARTERS September 17 75
19

SUBJECT: EXPENDED TEAR GAS PROJECTILES AND
GRENADES "RECOVER AFTER USE".

TO THE MEMBERS OF THE DEPARTMENT

Whenever a member of the department has the occasion to use Gas Shells or Grenades, they shall retrieve all exploded shells or duds after the incident, and return them to the Ordinance Unit for deactivation.

Unrecovered duds are extremely dangerous especially in the hands of children or other persons unaware of the explosive nature of the projectiles and the potential for serious bodily injury.

Commanding Officers shall apprise all members under his command of the above information.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 43-75

HEADQUARTERS September 15, 1975

SUBJECT: PROCEDURE TO ASSURE ADEQUACY OF REPORTS

TO THE MEMBERS OF THE DEPARTMENT

Whenever a report is requested or required of a member and is found to be unresponsive or lacking necessary information, a copy shall be returned with explicit instructions as to the deficiency and specific information needed, or the specific questions that must be answered.

The original of said report, bearing a notation of said instructions, shall be receipted with the member's full signature and a statement of acknowledgement and understanding. It shall then be retained and forwarded with the entire file of reports compiled in the matter, or immediately if required.

Whenever reports made in connection with any investigation require corrections, they shall never be returned but, rather, must be retained as part of the file along with the later amended reports.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 42-75 HEADQUARTERS September 12 1975

SUBJECT: SUPPLEMENT TO GPO 18-71 DIVISION AND

DISTRICT LEVEL DISCIPLINARY PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Commanding Officers desiring to take Division and District level disciplinary action as provided for in GPO 18-71 shall submit all reports with such request to the Chief of Police for his approval or other decision.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 41-75

HEADQUARTERS September 11, 1975

SUBJECT: DAILY SUPERVISORY INSPECTION OF VEHICLES
AND EQUIPMENT

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately, each Bureau, District and Division Commander shall designate a Sergeant or Lieutenant on the 1st Platoon to make daily inspections of all vehicles and all ambulance and ordnance equipment on them. This Superior Officer shall be responsible for the operableness and cleanliness of same by causing the necessary and proper care and maintenance.

As an inspectional and supervisory aid, the Medical Inspection Center and Ordnance Section shall forward copies of their inspection reports to the Districts and Divisions when inspections reveal deficiencies needing correction. Bureaus, Districts and Divisions shall maintain complete and detailed records of the results of inspections in order to ensure proper corrective action.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 40-75 HEADQUARTERS September 11 1975

SUBJECT: MANDATORY CHANNELS OF COMMUNICATION

TO THE MEMBERS OF THE DEPARTMENT

All communications and the transmittal of information shall be effected through proper channels.

This shall require initial contact by the member with his immediate Superior Officer.

Important matters that require further notification or higher decisions beyond the level of the immediate field supervisor or the Officer in Charge of a Unit shall require the permission of the member's immediate superior to pass through the ascending order of rank to the Commanding Officer and Bureau Commander, and, if indicated and required by the circumstances, to the Chief of Police. This includes all written and oral reports and requests.

Exceptions are the specific provisions of the Rules and Regulations and the General Police Orders, such as GPO 19-75 and its authorization to route transfer requests directly to the Chief, and emergency situations when the proper authority in the chain of command is not available, in which latter case another Superior Officer of equal, or the next higher, rank may be asked.

The Chief or designated Acting Chief, alone may authorize the initiation of business or visits with the Office of the Mayor, Director of Public Safety, or any other public official at his office or City Hall.

GENERAL POLICE ORDER

No. 40-75 HEADQUARTERS September 11 19 75

MANDATORY CHANNELS OF COMMUNICATION

SUBJECT : _____

(2)

Excepted are emergency situations when the Chief or Acting Chief are unavailable. In this case the Operations Officer, the member's Commanding Officer or the Bureau Commanding Officer shall be contacted.

Such Operations Officer or Commanding Officer shall use his best judgement and discretion in making his decision. Lacking any emergency, he shall await the availability of the Chief.

The issuance of teletype messages that affect the operation of the Department shall be subject to the same controls.

General Police Order 18-68 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 39-75 HEADQUARTERS September 8 1975

SUBJECT: CORRECTION TO GPO 38-75 - SUPPLEMENTARY
SUPERVISORY PROCEDURES FOR COMMUNICATIONS
CONTROL CENTER (CCC) RADIO DISPATCHERS &
LINE PERSONNEL

TO THE MEMBERS OF THE DEPARTMENT

The last paragraph of GPO 38-75 shall read as follows;

The District Commander shall be notified and summoned to duty for all important and serious matters requiring a superior officer of higher rank than Platoon Captain or Sector Lieutenant.

The word "Platoon" shall be inserted in place of "Patrolman".

By order of

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

38-75

September 5

75

No. _____ HEADQUARTERS _____ 19 _____

SUPPLEMENTARY SUPERVISORY PROCEDURES FOR

SUBJECT: _____
COMMUNICATIONS CONTROL CENTER (CCC) RADIO
DISPATCHERS AND LINE PERSONNEL

TO THE MEMBERS OF THE DEPARTMENT

In the Communication Control Center, procedures shall be revised as follows:

Two Radio Dispatchers shall be assigned to each Dispatch Console. They shall be responsible for proper assignment dispatching and for maintaining accurate status information and records on field Units and personnel subject to their assignment dispatching.

One Dispatcher shall perform the Radio dispatching function while the other assists him by obtaining needed information and by maintaining their status board current and accurate. Each team may alternate their respective functions and duties. Patrolman may be utilized for these duties when necessary.

A Radio Log of all Radio assignments dispatched and dispositions received, with accurate time entries, shall be maintained. Both the microphone dispatcher and the assistant may make the entries as other preoccupation and convenience dictates and permits. Both shall sign the log. The required Log form is structured and the type and manner of entries are self explanatory. A separate Dispatch Log Report shall be made for each Platoon.

There shall be a Sergeant assigned to Districts 1,2,3 and Traffic and another to Districts 4,5,and 6.

GENERAL POLICE ORDER

No. 38-75 HEADQUARTERS September 5, 1975

SUBJECT: SUPPLEMENTARY SUPERVISORY PROCEDURES FOR
COMMUNICATIONS CONTROL CENTER (CCC) RADIO
DISPATCHERS AND LINE PERSONNEL

(2)

They shall receive and handle all telephone communication at the Dispatch Consoles. When necessary, in the absence of a Field Supervisor, the Sergeant shall take charge of the microphone and direct the activities of field Units to the extent possible, utilizing and being guided by the information supplied by Line personnel on the scene. A Sector Supervisor, or other Field Supervisors, shall assume ultimate control and responsibility for field operations when available on the scene.

Supervisory officers in the CCC shall continually monitor the performance of members with respect to proper and legible log entries. Original log Report forms shall be forwarded to the Chief's Office with copies to the Inspection Bureau and to the respective Districts and Line Units which shall be picked up by District mail cars each day. Other Line Units shall arrange for early pick up and delivery to their various Unit Headquarters. Courier vehicles shall properly receipt for Dispatch Log Reports picked up at the CCC. The officer in Charge of District Stations and other Units shall maintain a record, properly listing the daily receipt of Dispatch Log Reports from the CCC. Any default or failure of delivery shall be investigated by the Supervisory Officer in Charge and the Commanding Officer shall be notified.

GENERAL POLICE ORDER

No. 38-75

HEADQUARTERS September 5, 1975

SUBJECT: SUPPLEMENTARY SUPERVISORY PROCEDURES FOR

COMMUNICATIONS CONTROL CENTER (CCC) RADIO
DISPATCHERS AND LINE PERSONNEL

(3)

It is important and essential that log reports be delivered to the District or Unit prior to the next tour of duty of the personnel involved.

Commanding Officers shall cause Captains and Sector Supervisors to utilize the logs comparing the entries with duty report entries and with their supervisory observations of patrol activities and assignment handling.

Any discrepancies or irregularities, unwarranted delays in responding to assignments or reporting dispositions, or excessive amounts of times spent on assignments, or any inaccuracies shall be the subject of inquiry and investigations. Charges shall be preferred for serious, or repeated violations.

The Operations Officer on the 2nd and 3rd Platoon on Saturday and Sunday, and whenever otherwise so directed by the Chief or his designee, shall headquarter and station himself at the C.C.C. from which he shall supervise and command the operations of the department. Direct field supervision by him shall be limited to serious emergencies such as major disasters and civil disorders.

GENERAL POLICE ORDER

No. 38-75 HEADQUARTERS September 5 75
19

SUBJECT: SUPPLEMENTARY SUPERVISORY PROCEDURES FOR
COMMUNICATIONS CONTROL CENTER (CCC) RADIO
DISPATCHERS AND LINE PERSONNEL

(4)

The District Commander shall be notified and summoned to duty for all important and serious matters requiring a superior officer of higher rank than patrolman, Captain, or Sector Lieutenant.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 37-75 HEADQUARTERS September 4, 1975

SUBJECT: SUPPLEMENTARY SICK LEAVE PROCEDURES AND
SUPERVISORY CONTROLS

TO THE MEMBERS OF THE DEPARTMENT

GPO 3-70 and DN 75-125 are rescinded and their provisions are combined with some additional measures in order to correct some deficiencies in Sick Leave procedures and supervisory checks of those on sick leave. A copy shall be issued to each member.

Rule 32 of the Manual of Rules remains the controlling Sick Leave procedure, supplemented by GPO 9-52 which prescribes the use and manner of completion of specified sick report forms.

Copies of GPO 9-52 will be forwarded to Bureaus, Districts and Units for use in the instruction of personnel whose complete familiarization shall be the responsibility of Commanding Officers.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 36-75 HEADQUARTERS August 26, 1975

SUBJECT: TITLING WATERCRAFT THEFTS

TO THE MEMBERS OF THE DEPARTMENT

Stolen boats shall be titled, Grand Theft, Watercraft (if value is \$150.00 or more) or Petty Theft, Watercraft (if value is under \$150.00).

Watercraft that are the subject of a police investigation and which are not turned over to the owner are to be towed by Police tow to the impound lots as is done with motor vehicles. In the event the boat does not have a trailer, call the Ports and Harbors office, Ext. 350 or 553, and they will make arrangements to use the police boat trailer for temporary hauls.

Copies of all such investigations involving watercrafts shall be forwarded to the Ports and Harbors Unit for further investigation.

By order of

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 35-75 HEADQUARTERS September 4, 75

SUBJECT: MUNICIPAL COURT MISDEMEANOR PROSECUTION

PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The rules of the Criminal Branch of the Municipal Court have been amended as they relate to "Misdemeanor Procedure".

This General Police Order in its total content has been printed for individual distribution throughout the Department and as such constitutes the substance of this order.

GPO 35-75 as previously teletyped on August 20, 1975 shall be discarded and replaced with the printed copies of same.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-52

HEADQUARTERS January 30, 1952

SUBJECT: NEW PROCEDURE AND MANNER FOR MEMBERS
REPORTING SICK OR INJURED WHILE ON DUTY
AND WHILE NOT ON DUTY.

Inspector Timothy Costello,
Executive Officer.

The following procedure will be effective Friday, February 1, 1952, for members reporting as sick or injured.

Any member of this Department reporting Sick or Injured while he is not on duty shall advise the Officer in Charge of the District, Bureau, or Unit to which he is assigned prior to the commencement of his tour of duty.

The member so reporting Sick or Injured shall be prepared to furnish the following information to the Officer in Charge: Name, Rank or Number, Pay-roll or X number, his hours of duty, Residence Address and whether or not he will report at the Office of the Surgeon of Police the day he reports Sick or Injured, or if after the regular hours at the Surgeon's Office, the next morning.

The Officer in Charge of the District, Bureau or Unit to which such member is assigned will note such answers on Police Form, Surg. 3 "DISABILITY REPORT", (pink in color) in duplicate, also noting the hour, day, month, year and district, together with any other information concerning the illness or injury that he may have knowledge of as indicated on the Form.

C-O-N-T-I-N-U-E-D

GENERAL POLICE ORDER

NO. 9-52 HEADQUARTERS January 30, 1952
SUBJECT: NEW PROCEDURE AND MANNER FOR MEMBERS
REPORTING SICK OR INJURED WHILE ON DUTY
AND WHILE NOT ON DUTY.

Page 2

This Officer in Charge will then immediately telephone this information exactly as it is noted on Police Form Surg. 3 to the office of the Police Surgeon during the hours that office is open. When the Police Surgeon's Office is closed such information shall be telephoned at the first hour the office is open. In any event the original copy of Police Form Surg. 3 shall be forwarded to the Police Surgeon's office by the next regular departmental mail.

The member so reporting himself Sick or Injured shall remain at his usual place of residence until the Assistant Police Surgeon calls on him, excepting when such member reports that he will call at the Police Surgeon's Office that day. He will not be permitted to leave his residence to go to his own private physician or for any other reason, except as above noted, or, if in the event his private physician has visited him and has ordered immediate hospitalization in an emergency case. In any event, the Police Surgeon's Office should be immediately advised through the channel above outlined.

Should any member desire the services of his private physician, the Assistant Police Surgeon will provide him with one (1) copy of Police Form, Surg. 5 " ATTENDING PHYSICIAN'S CERTIFICATE OF DISABILITY ", (white in color) and one (1)

C-O-N-T-I-N-U-E-D

GENERAL POLICE ORDER

✓
NO. 9-52

HEADQUARTERS January 30, 1952,

SUBJECT: NEW PROCEDURE AND MANNER FOR MEMBERS
REPORTING SICK OR INJURED WHILE ON DUTY
AND WHILE NOT ON DUTY.

Page 3

copy of Police Form, Surg. 6, " ATTENDING PHYSICIAN'S CERTIFICATE OF RELEASE FROM TREATMENT ", (blue in color).

The Sick or Injured member will take both Police Forms (Surg. 5 and 6) to his private physician and have him fill out and sign Police Form, Surg. 5. The member shall then deliver this completed Police Form, Surg. 5, either in person or by messenger, to the office of the Police Surgeon the same day.

When the private or attending physician releases such sick or injured member from treatment, he shall then be requested to fill out and sign Police Form, Surg. 6.

The member thus released from treatment by his private physician shall then personally take such completed Police Form, Surg. 6, to the office of the Police Surgeon who will make his own examination of such member and then, if in his judgment, such member is fit for duty he shall fill out and sign Police Form, Surg. 4 " DUTY ORDERS " (green in color).

The member so ordered to report for duty shall take this completed Police Form, Surg. 4 to the Officer in Charge of the District, Bureau or Unit to which he is assigned on or before the day and hour noted on this Police Form, Surg. 4.

GENERAL POLICE ORDER

No. 9-52

HEADQUARTERS January 30, 1952

SUBJECT: NEW PROCEDURE AND MANNER FOR MEMBERS
REPORTING SICK OR INJURED WHILE ON DUTY
AND WHILE NOT ON DUTY.

Page 4

The Assistant Police Surgeon shall report in writing to the Police Surgeon on each member he visits, giving all available particulars of the illness or injury and whether the sick or injured member is to report to the Police Surgeon's Office or whether he has elected to consult his private physician.

Members reporting sick or injured while on duty will, whenever possible, be required to go to the Police Surgeon's Office before going to their homes if the illness or injury occurs during the hours the Police Surgeon's Office is open. If the Police Surgeon's Office is closed, the same procedure should be followed as if such members reported sick or injured while not on duty.

When a member reports sick or injured while on duty and reports to the Police Surgeon's office, a Police Form, Surg. 2 " CERTIFICATE OF EXCUSE FROM DUTY " (yellow in color) will be filled out and signed by the Police Surgeon or his Assistant and forwarded to the office of the District, Bureau or Unit to which the sick or injured member is assigned.

No member who has been on Sick Leave is to be permitted to resume active duty until he presents the completed Police Form, Surg. 4, to the Officer in Charge of the District, Bureau or Unit to which he is assigned.

GENERAL POLICE ORDER

NO. 9-52

HEADQUARTERS January 30, 1952

SUBJECT: NEW PROCEDURE AND MANNER FOR MEMBERS
REPORTING SICK OR INJURED WHILE ON DUTY
AND WHILE NOT ON DUTY.

Page 5

District, Bureau or Unit offices will establish a file for these reports and all forms pertaining to the same illness or injury of each member are to be clipped together.

A preliminary supply of Police Forms, Surg. 3 "DISABILITY REPORT" will be furnished to each command. Further supplies are to be obtained from the Police Department Store Room. This Police Form, Surg. 3 is the only form that will need to be stocked at District, Bureau or Unit Headquarters.

Samples of the other Police Forms, Surg. 2, 4, 5, and 6 will be forwarded for the purposes of information only and will not be stocked at any Headquarters except the Office of the Police Surgeon.

The above procedure need not be followed where a member is seriously injured while in the performance of duty or where he becomes ill during his tour of duty and has to be hospitalized. In such event the Office of the Police Surgeon should be immediately advised during its office hours and, if after office hours, effort should be made to contact the Police Surgeon elsewhere if such action is deemed to be necessary or desirable.

C-O-N-T-I-N-U-E-D

GENERAL POLICE ORDER

No. 9-52

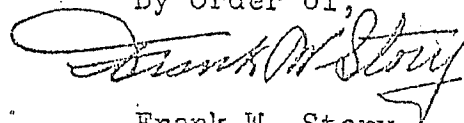
HEADQUARTERS January 30, 1952

SUBJECT: ~~NEW PROCEDURE AND MANNER FOR MEMBERS~~
~~REPORTING SICK OR INJURED WHILE ON DUTY~~
~~AND WHILE NOT ON DUTY.~~

Page 6

Previous Orders as to the manner and procedure for members to report Sick or Injured and those Orders providing for Superior Officers to visit personally and report on members reporting Sick or Injured are hereby rescinded.

By Order of,



Frank W. Story,
Chief of Police.

Teletype

GENERAL POLICE ORDER

34-75
NO. _____

August 14, 75
HEADQUARTERS _____ 19

SUBJECT: PUBLIC INFORMATION RELEASE RESPONSIBILITIES

TO THE MEMBERS OF THE DEPARTMENT

The Officer in Charge of the Record Section and Officer in Charge of the Detective Bureau, or their designees, shall have responsibilities to release public information to the principals named as owners or victims in original RC-1 crime and incident reports, or to their authorized agents, and to the news media representatives. Upon inquiry and proper identification, information that is or will be contained upon an RC-1 report regarding any specific incident and such other information as may be authorized by the Chief, shall be made available to the news media.

Whenever major crimes and other newsworthy incidents occur and are brought to the attention of the Department, investigating officers shall notify the Record Room of those basic details which would normally be included in the original RC-1 report. This shall be done as soon as possible after the basic information is gathered and as duty responsibilities permit. Police service remains the primary responsibility and as such must receive priority and official police attention, first.

In felony matters, the Officer in Charge of the Detective Bureau shall also be notified and provided with the same basic details. The Sector Supervisor, the Captain in Charge, and the Operations Officer shall be responsible for the proper completion of these notifications to the Record Room and Detective Bureau.

GENERAL POLICE ORDER

No. 34-75

HEADQUARTERS August 14, 75
19

SUBJECT: PUBLIC INFORMATION RELEASE RESPONSIBILITIES

(2)

Investigating officers in the field or at the various Districts or Units may release the same information to the media. Limitations are set forth in GPO 26-75 and Rules 41, 47, and 97 and shall govern the actions of all members. A member's response of a flat refusal to an inquiry based on Departmental Rules and Orders which he alleges prohibit the release of all information is improper and in itself a violation of the Rules and Orders.

GPO 26-75 shall be read together with this order and Commanding Officers shall be responsible for the proper and adequate instruction of all their personnel and for the proper police action for any violations of Rules or Orders in this regard.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-75 HEADQUARTERS August 7, 1975

SUBJECT: SUPERVISORY & COMMAND RESPONSIBILITIES
SUPPLEMENT TO GPO 16-75

TO THE MEMBERS OF THE DEPARTMENT

Any deficiency in police operations in any Bureau, District, Division or Unit, that is attributable to shortages of personnel, vehicles or other equipment, or to inadequacy of procedures, shall be noted by Superior Officers and Commanding Officers and shall be the subject of a Form #1 report.

Said report shall not be complete and the supervisory and command responsibilities will not have been fulfilled, unless some corrective action has been undertaken and the nature of such action included in the report in complete detail.

Normal supervisory activity and corrective or disciplinary action in matters of personnel performance and conduct shall be handled in accordance with existing Rules, GPOs and Procedures.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 32-75 HEADQUARTERS August 6 75
19

SUBJECT: SUPPLEMENT TO GPO 45-71 (OPERATIONS OFFICER)

TO THE MEMBERS OF THE DEPARTMENT

It shall be the duty of the Operations Officer to ensure that all police matters of major importance involving on-duty or off-duty members of the Department, major crimes, missing juveniles, crimes involving prominent persons, disorders, disasters, and other police incidents of a serious nature which should be brought to the attention of the Chief of Police are entered properly on the "Items of Interest" report which is kept at the Communications Control Center and are made up under the direction of the Officer in Charge of the C.C.C.

The Officer-in-Charge of the C.C.C. of the 1st Platoon shall ensure that the "Items of Interest" reports are delivered to the Chief's Office as early as possible each day the Chief's Office is open.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 31-75 August 4 75
HEADQUARTERS 19

SUBJECT: MISDEMEANOR ARREST PROCEDURE -- FORM #1
REQUIRED

TO THE MEMBERS OF THE DEPARTMENT

In misdemeanor arrests without a warrant, members shall complete a Form #1 report containing all of the facts connected with the arrest. One legible copy of the Form #1 report shall be attached to the Booking Card and forwarded with it to Central Station where Court Officers shall remove and deliver same to the Office of the Police Prosecutor.

These reports are needed to provide the Prosecutors with all the necessary information, sufficiently in advance of the trial, to enable proper case preparation and effective prosecution.

This procedure shall not relieve members of the requirement to consult with the Police Prosecutor before the trial to obtain a proper affidavit, and this must still be done.

Exceptions to this procedure shall be arrests for Driving While Intoxicated (DWI) and other traffic cases, Shoplifting and Disorderly Conduct (Intoxication), unless there are extenuating circumstances, the details of which the Prosecutor should be made aware. These arrest categories with unusual circumstances would then require completion and delivery of Form #1 reports as in other cases.

GENERAL POLICE ORDER

No. 31-75 HEADQUARTERS August 4 1975

SUBJECT: MISDEMEANOR ARREST PROCEDURE -- FORM #1
REQUIRED

(2)

In consulting with the Prosecutor in these cases, members shall present a copy of the OH-4 Crash Report and/or Urinalysis Report or the RC-1 Crime Report, as applicable, instead of the Form #1 report. Further prosecution of these cases shall be conducted according to existing procedures in GPOs 29-75, 4-72, and 4-66.

Copies of reports submitted to the Prosecutor, and Form #1 reports used as the Officer's statement in felony cases, must be complete, concise and legible.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 30-75 HEADQUARTERS August 4 75
19

SUBJECT: PROPER DISTRIBUTION & UTILIZATION OF POLICE
VEHICLES-LOANER VEHICLE TO THE BUREAU OF PATROL
TO THE MEMBERS OF THE DEPARTMENT

The effective operation of the Bureau of Patrol depends upon the availability of Police vehicles on a 24 hour basis. During the hours of the 2nd and 3rd Platoon, their vehicle needs must be met by making available those vehicles not normally in use.

Therefore, the Traffic Bureau and the Detective Bureau shall provide a list of all vehicles available for use by District Zone personnel on the 2nd and 3rd Platoons. This shall include all vehicles not in use when there is a shortage in the Bureau of Patrol and none shall be allowed to remain idle. This information shall be transmitted to the Operations Office at the C.C.C. Headquarters as early as possible each day.

Officers-in-Charge at the District shall communicate their needs to the C.C.C., and the Operations Officer, or his designee, shall apportion all available vehicles among the Districts.

The Bureau of Patrol shall be responsible for the proper care, use and cleanliness and prompt return of all vehicles borrowed from another Bureau. They shall exercise good judgement in the operation of all vehicles and shall be held responsible under Rule 76 for any damages or failure to maintain them in a clean and serviceable condition.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO 29-75

HEADQUARTERS July 31

75
19

SUBJECT: INTOXICATION ARREST PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

Effective August 1, 1975, in order to facilitate proper presentation of Disorderly Conduct(Intoxications) cases in Municipal Court, the following shall apply:

Persons arrested for "Disorderly Conduct" (Intoxication) MC 19.10103 (B) shall be booked at District Stations or the Jail Unit, if arrested in the 3rd District.

The arresting Officer shall furnish the specific circumstances and details of the arrest to the Booking Officer for proper completion of the Booking Card and Affidavit Form. If more than one (1) person is arrested at a particular location, at the same time, the names of these other persons shall also be included on each Booking Card.

The "Disorderly Conduct" (Intoxication) Affidavit Form shall be completed in the following manner:

Entries by Arresting Officer

1. Complete name of person arrested.
2. Day, Month and Year.
3. Insert "Cleveland".
4. Complete name of person arrested.
5. Encircle the number corresponding to the elements of the offense.
6. Complete signature of arresting officer with badge number.

GENERAL POLICE ORDER

No. 29-75 HEADQUARTERS July 31, 75
19

SUBJECT: INTOXICATION ARREST PROCEDURE

(2)

Entries made by Deputy Clerk (Sergeant or Lieutenant)

7. Day, Month and Year.
8. Complete signature of Deputy Clerk with rank.

*NOTE - This affidavit shall be completed only for cases of "Disorderly Conduct" (Intoxication) MC 19.10103 (B), a Minor Misdemeanor, "Disorderly Conduct" (Intoxication) a Misdemeanor of the 4th Degree with aggravated circumstances, and regular Disorderly Conduct, shall require the arresting Officer to consult with a Police Prosecutor to obtain an affidavit.

The completed Affidavit Form shall be presented to a Superior Officer Deputy Clerk for his signature, Prior to affixing his signature, the Superior Officer shall examine the Booking Card and the Affidavit Form for completeness and accuracy.

The Affidavit Form shall be attached to the Booking Card and forwarded to the Jail Unit together with the prisoner. The Jail Unit shall forward the affidavit to the Court Unit for processing.

Officers of the Court Unit shall convey the affidavit and the copy of the Booking slip to the Prosecutor's Office for a Prosecutor's signature, and then to the Clerk's Office for the issuance of a warrant. The Affidavit, the copy of the Booking slip and Warrant shall then be presented in Court.

GENERAL POLICE ORDER

No. 29-75 HEADQUARTERS July 31, 75
19

SUBJECT: INTOXICATION ARREST PROCEDURE

(3)

The blank Affidavit Forms shall remain in the District Station or Jail Unit and shall not be distributed to individual officers or kept in patrol cars, Deputy Clerks shall be responsible for the distribution of the Affidavit Forms as needed. Blank forms will be available at the Court Unit until 3:00 P.M. each court day.

Departmental personnel shall discontinue using the "Information for Municipal Court" Form C of C 71-2 as this form is no longer used by the Municipal Court judges.

Copies of this order shall be distributed to each member.

General Police Order 138-51 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER 29-75

SUBJECT: INTOXICATION ARREST PROCEDURE

July 31, 1975

TO THE MEMBERS OF THE DEPARTMENT

Effective August 1, 1975, in order to facilitate proper presentation of Disorderly Conduct (Intoxications) cases in Municipal Court, the following shall apply:

Persons arrested for "Disorderly Conduct" (Intoxication) MC 19.10103 (B) shall be booked at District Stations or the Jail Unit, if arrested in the 3rd District.

The arresting Officer shall furnish the specific circumstances and details of the arrest to the Booking Officer for proper completion of the Booking Card and Affidavit form. If more than one (1) person is arrested at a particular location, at the same time, the names of these other persons shall also be included on each Booking Card.

The "Disorderly Conduct" (Intoxication) Affidavit Form shall be completed in the following manner:

ENTRIES by ARRESTING OFFICER

1. Complete name of person arrested.
2. Day, Month and Year.
3. Insert "Cleveland".
4. Complete name of person arrested.
5. Encircle the number corresponding to the elements of the offense.
6. Complete signature of arresting officer with badge number.

ENTRIES MADE by DEPUTY CLERK (Sergeant or Lieutenant)

7. Day, Month and Year.
8. Complete signature of Deputy Clerk with rank.

*NOTE - This affidavit shall be completed only for cases of "Disorderly Conduct" (Intoxication) MC 19.10103 (B), a Minor Misdemeanor. "Disorderly Conduct" (Intoxication) a Misdemeanor of the 4th Degree with aggravated circumstances, and regular Disorderly Conduct, shall require the arresting officer to consult with a Police Prosecutor to obtain an affidavit.

The completed Affidavit Form shall be presented to a Superior Officer Deputy Clerk for his signature. Prior to affixing his signature, the Superior Officer shall examine the Booking Card and the affidavit Form for completeness and accuracy.

The Affidavit Form shall be attached to the Booking Card and forwarded to the Jail Unit together with the prisoner. The Jail Unit shall forward the affidavit to the Court Unit for processing.

Officers of the Court Unit shall convey the affidavit and the copy of the Booking slip to the Prosecutor's Office for a Prosecutor's signature, and then to the Clerk's Office for the issuance of a warrant. The Affidavit, the copy of the Booking slip and Warrant shall then be presented in Court.

The blank Affidavit Forms shall remain in the District Station or Jail Unit and shall not be distributed to individual officers or kept in patrol cars. Deputy Clerks shall be responsible for the distribution of the Affidavit Forms as needed. Blank forms will be available at the Court Unit until 3:00 PM each court day.

(Continued)

Departmental personnel shall discontinue using the "Information for Municipal Court" Form C of C 71-2 as this form is no longer used by the Municipal Court judges.

Copies of this order shall be distributed to each member,

General Police Order 138-51 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

618000ETC

Set. Breaks

CLEVELAND
MUNICIPAL COURT

CITY OF CLEVELAND

vs.

COMPLAINT FOR
DISORDERLY CONDUCT
B

M.C. 19.10103
M.M.

Attorney

*****NOTE: TO BE ATTACHED TO COPY OF GPO - 29-75 (INTOXICATION ARREST PROCEDURE*****

COMPLAINT FOR DISORDERLY CONDUCT - B-M.C. 19.10103

THE STATE OF OHIO
CUYAHOGA COUNTY } ss.
CITY OF CLEVELAND }

IN THE CLEVELAND MUNICIPAL COURT

The undersigned complainant, being duly sworn, states that on or about the ② day of

②, 19 ②, within ③, Ohio,

④ did, while voluntarily intoxicated either
defendant

of the following:

- ⑤ (1) In a public place or in the presence of two or more persons, engage in conduct likely to be offensive or to cause inconvenience, annoyance, or alarm to persons of ordinary sensibilities, which conduct the offender, if he were not intoxicated, should know is likely to have such effect on others.
- (2) Engage in conduct or create a condition which presents a risk of physical harm to himself or another, or to the property of another.

⑥ (complainant)

Sworn to and signed in my presence this ⑦ day of ⑦

19 ⑦, at Cleveland, Ohio

HERBERT R. WHITING
Prosecuting Attorney, City of Cleveland, Ohio

HELEN J. LYONS, CLERK
Cleveland, Municipal Court

BY Assistant Prosecutor

BY ⑧ Deputy

GENERAL POLICE ORDER

28-75

July 25, 1975

No. _____ HEADQUARTERS _____ 19____
DEPUTY CLERK OF COURT STATUS FOR LIEUTENANTS
AND SERGEANTS
SUBJECT: _____

TO THE MEMBERS OF THE DEPARTMENT

All Lieutenants and Sergeants in the Department shall be sworn in as Deputy Clerks of Municipal Court.

Forthcoming procedures will require arresting officers, making Disorderly Conduct (Intoxication) arrests, to complete a sworn affidavit and it will be required that this be done before a Deputy Clerk of Court. This procedure will also be required in some other misdemeanor violations for which the yet to be implemented all purpose misdemeanor ticket will be used.

Present Deputy Clerk status applies only to the Uniform Traffic Ticket and will not apply to the new procedure.

Eileen Gallagher, Deputy Clerk of Municipal Court, will administer the oath in Court Room #3 according to the following schedule. All Lieutenants and Sergeants, except those on annual furlough, shall report to the Court Officer who will record the date of their deputation. Currently furloughed members shall arrange for their deputation upon their return to duty.

Tuesday, July 29, 1975 at 8:00 AM or 4:00 PM

Thursday, July 31, 1975 at 8:00 AM or 4:00 PM

Bureaus, Districts and Units shall arrange for scheduling and the notification of Superior officers in these ranks. By order of,

LLOYD F. GAREY
CHIEF OF POLICE

CLE000321

GENERAL POLICE ORDER

27-75

July 19, 1975

No. _____

HEADQUARTERS _____ 19 _____

SUBJECT: PROPER CONDUCT IN THE PERFORMANCE OF
POLICE DUTIES AND OBEDIENCE TO ORDERS

TO THE MEMBERS OF THE DEPARTMENT

All members are expressly directed to give full compliance to Rules 39, 70, 77-1-2-3, 78, 99-2 and 100-5.

No member may refuse to report on any police related matter or other matter required by, or in connection with, any Rule of the Manual of Rules, any General Police Order, any Departmental Notice or Memorandum, or when required by any police investigation, arrest, or other police action or activity, except under some circumstances when he is suspected or accused of a specific criminal act and it would actually constitute a violation of his right not to incriminate himself.

There is no other justification for refusal on advice of, or in order to consult with, legal counsel as an exercise of the right against self incrimination.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

26-75

July 18, 1975

No. _____ HEADQUARTERS _____ 19 _____

UNAUTHORIZED AND PROHIBITED COMMENTS,
COMMUNICATIONS AND INTERVIEWS
SUBJECT: _____

TO THE MEMBERS OF THE DEPARTMENT

All members are expressly directed to give full compliance to Rule 41, Rule 47 and Rule 97.

These rules shall be interpreted to mean that public interviews and comments and other written or oral communications on police matters or other Departmental information require the authorization of the Chief of Police. This includes contacts with all agencies, public and private, as well as individual persons. This shall include police agencies and the news media.

Needless to say, authorization will be dependent upon the nature of the information sought or offered, and nothing violative of the rules or detrimental and not in the best interests of law enforcement or the Cleveland Police Department or its members or objectives, will be permitted to be divulged or made the subject of comment.

Victims and other principals connected with specific crime reports and members of the news media may be given the information contained in official RC-1 reports, that which is considered information of public record. Members may release no other investigative information or other witness identities or information such as would be contained in Supplementary or Form #1 information-reports.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 25-75 HEADQUARTERS July 16, 75

SUBJECT: AMENDMENT TO GPO 41-72 - - DRESS AND
PERSONAL APPEARANCE CODE

TO THE MEMBERS OF THE DEPARTMENT

Section B--Personal Appearance and Grooming Regulations--of GPO 41-72 is hereby rescinded and, in order to minimize the need for interpretation, shall be replaced with a more specific and definitive Section B as follows:

B. Personal Appearance and Grooming Regulations:

The following standards shall be in effect for male police officers:

1. Hair shall be kept neatly groomed and its length and bulk shall not be excessive nor present a ragged, unkempt or extreme appearance.
2. No hair style shall interfere with the wearing or proper positioning of the uniform cap. Hair may not cover the forehead and may never be visible on the forehead while the uniform cap is worn.
3. Hair shall be evenly tapered on the sides and back. The hair outline shall follow the contour of the ear and no hair shall fall over the ears or touch the collar except for the closely cut hair at the back of the neck.

GENERAL POLICE ORDER

No. 25-75 HEADQUARTERS July 16, 75
19

SUBJECT: AMENDMENT TO GPO 41-72 --DRESS AND PERSONAL
APPEARANCE CODE

Page Two

4. Sideburns shall be kept neatly trimmed and their bulk shall not be excessive.
5. Mutton-chop sideburns are prohibited and the base of the sideburns shall be a clean shaven horizontal line.
6. Sideburns shall not exceed one inch in width nor extend below the lobe of the ear.
7. Mustaches shall be kept neatly trimmed and shall not extend below the upper lip. Nor shall they be excessively thick or bushy, nor extend laterally beyond the corners of the mouth nor be styled, treated, or pointed so that the ends curl or protrude away from the contour of the face or extend upward higher than the lowest part of the nose.
8. The face shall be clean shaven. Bears and goatees are prohibited.
9. Male officers may not wear unusual body adornments or jewelry such as earrings, combs, etc.

The following standards shall be in effect for female police officers:

1. No hair style shall interfere with the wearing or proper positioning of the uniform cap.

GENERAL POLICE ORDER

No 25-75

HEADQUARTERS July 16, 75

SUBJECT: AMENDMENT TO GPO 41-72--DRESS AND PERSONAL
APPEARANCE CODE

Page Three

2. The hair shall not extend downward below the lower edge of the shirt collar and longer hair shall be worn up when on duty.
3. Hair styles that obscure the vision are prohibited.
4. Moderate use of facial makeup is permissible for uniform wear. Heavy makeup is prohibited.
5. Female officers may not wear unusual body adornments or jewelry such as earrings, combs, etc. while on duty in uniform.

The following standards shall apply to both male and female officers:

1. Jewelry while on duty shall be conservative and limited to rings, watches, lapel pins, tie clasps and cuff links.
2. Civilian dress, when permitted while on duty, shall be of a conservative style, designed for safety and freedom of movement. Extreme or eccentric styles are prohibited.

The above regulations shall apply to all police officers whether assigned to uniformed or civilian dress duty.

GENERAL POLICE ORDER

No. 25-75 HEADQUARTERS July 16, 75 1975

SUBJECT: AMENDMENT TO GOP 41-72--DRESS AND PERSONAL
APPEARANCE CODE

Page Four

Exceptions to the dress code and personal appearance regulations shall be permitted only when required for police purposes and must be authorized by Commanding Officers and then only with the express approval of the Chief of Police.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

ks: TELETYPE

GENERAL POLICE ORDER

No. 24-75 HEADQUARTERS July 14 19 75

SUBJECT: SAFE DRIVING - COMPUTER MOBILE TERMINAL
OPERATIONS PROCEDURE
TO THE MEMBERS OF THE DEPARTMENT

Safe driving of police vehicles is essential for the safety of the public and of members of the Department. All members are to operate police vehicle in a safe and courteous manner.

Members driving police vehicles are not to use the computer mobile terminal or call messages on its display screen while the vehicle being driven is moving. Only the passenger member shall use the terminal during vehicle movement when such usage can be done safely. One-man mobile terminal equipped vehicles shall use the mobile terminal only when the vehicle is not moving.

Commanding officers shall instruct members of their command in safe driving and the safe use of computer mobile terminals.

By order of,

Lloyd F. Garey
LLOYD F. GAREY
CHIEF OF POLICE

rs:TELETYPE

GENERAL POLICE ORDER

No. 23-75 HEADQUARTERS July 8 1975

SUBJECT: AMENDMENT TO PROCEDURES FOR DAILY SICK CALL
AND MEDICAL TREATMENT OF MEMBERS BY THE
SAFETY DEPARTMENT MEDICAL BUREAU

TO THE MEMBERS OF THE DEPARTMENT

Procedures governing Sick Call and other visits to the Medical Bureau for treatment or examination shall be amended as follows:

Whenever required, all members shall report to the Medical Bureau between 8:00 AM and 10:30 AM on the days that it is open. This includes members reporting for "Sick Call", those already on sick leave who are fulfilling their obligation to report for treatment or return to duty examinations; and, those who are reporting for "Restricted Duty" rechecks.

Members reporting after 10:30 AM will be regarded as not having reported as ordered and shall be subject to disciplinary action. When there is an extenuating circumstance, such as members delayed attending court, sudden illness or sudden minor injury, the member is to call the receptionist prior to 10:30 AM.

Physicians shall be at the Medical Bureau between 8:00 AM and 12 Noon daily except Saturday, Sunday and Holidays. Members requiring emergency treatment of injuries shall report during these hours to the Medical Bureau, except in those cases of severe injuries requiring immediate treatment at the nearest Hospital Emergency Room.

General Police Order 38-71 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-75

HEADQUARTERS June 30, 1975

19

SUBJECT: Special Attention to Playgrounds, School Yards and Residential areas

TO THE MEMBERS OF THE DEPARTMENT

Members are hereby directed to give special attention to playgrounds, school yards and residential areas. Large groups of rowdies have been frequenting these areas and have become a constant source of annoyance and concern to residents

Commanding Officers will, therefore, cause these areas to be inspected as frequently as possible by members of their command and take whatever enforcement action that is needed.

Ordinance 7.032801 authorizes the Commissioner of Recreation to determine the hours during which any recreational facility of the City of Cleveland shall be closed to the public use and shall post appropriate signs indicating such hours; and that no unauthorized persons shall be or remain on or in any of said areas during such hours.

Members shall observe the hours indicated on such posted signs and enforce the provisions of the ordinance. Violators shall be warned and dispersed; flagrant violators shall be arrested and charged.

Where no signs at city recreational facilities are evident, members shall prepare a Form 1 report to be forwarded to the Chief's Office who will provide for notifying the Commissioner of Recreation of lack of signs at those facilities.

General Police Order 24-72 of May 11, 1972 is hereby rescinded.

By order of,

Lloyd F. Garey
LLOYD F. GAREY
CHIEF OF POLICE

tpw:TELETYPE

GENERAL POLICE ORDER

No. 21-75 HEADQUARTERS June 30, 1975 1975

SUBJECT: OHIO REVISED CODE, SECTION 4511.13 C-2, RIGHT TURN
PERMITTED ON RED LIGHT

TO THE MEMBERS OF THE DEPARTMENT


As of July 1, 1975 Ohio Revised Code 4511.13 C-2, permits a right turn after stopping for a red traffic light unless such a turn is prohibited by local ordinance.

If a "NO RIGHT TURN" sign does not appear at the intersection a right turn on red may be made but only after making a complete stop. While so stopped the driver of a vehicle must observe the following three conditions at the intersection prior to making a right turn:

- 1) To yield the right of way to traffic approaching from the left on the roadway to be entered.
- 2) Yield the right of way to vehicles approaching from the opposite direction making a left turn on a "Left Turn" green arrow control.
- 3) Yield the right of way to pedestrians crossing the intersection in a crosswalk. Pedestrians are controlled by traffic signals and have the right of way over vehicles making right turns.

Where no turn on red is permitted, each intersection controlled by a traffic signal must be posted with a "NO TURN ON RED" sign.

By order of,


LLOYD F. GAREY
CHIEF OF POLICE

tpw:TELETYPE

GENERAL POLICE ORDER

20-75 June 25 75
No. _____ HEADQUARTERS _____ 19____
COMPUTER TERMINAL TRAINING - GENERAL PROCEDURES
SUBJECT: _____
AND REGULATIONS FOR OPERATION AND USE

(PAGE 3)

- 3) When a reported stolen vehicle license is observed moving, broadcast for confirmation as soon as possible. Use caution. Use professional judgement. Stop the vehicle and detain the occupants. Get confirmation.
- 4) Read computer messages completely. Persons wanted and stolen vehicles are described. Types of license plates are given.
- 5) Do not detain persons reported wanted for minor offenses by other jurisdictions for an unreasonable length of time while waiting for confirmation from the Warrant & Suspect Unit. A reasonable time in the absence of unusual conditions is approximately ten minutes. When confirmation is received from the Warrant & Suspect Unit the person wanted is to be booked before release to police officers of the jurisdiction of want.
- 6) Learn to use computer information files to assist you in all phases of your police duties.
- 7) Do not transmit any messages to any other law enforcement agency which require manual intervention by the agency receiving the message. All such messages shall be sent by the Detective Bureau.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

20-75

June 25

75

No. _____

HEADQUARTERS _____ 19 _____

COMPUTER TERMINAL TRAINING - GENERAL PROCEDURES

SUBJECT : _____
AND REGULATIONS FOR OPERATION AND USE

(PAGE 2)

Training officers shall provide individual training in the operation, understanding of computer messages, and care of computer hardware. They shall, after training each officer, test the understanding of the officer trained by examination.

When the instructed officer demonstrates his understanding of computer terminal usage, the instructor shall certify that the officer has been trained and qualified to use the computer mobile terminal for information.

Officers receiving training shall certify their receiving of this training and their understanding of computer mobile terminal operation, its information, messages, and care of its hardware.

Members shall be governed by the following rules of computer operation:

- 1) Do not use the computer terminal for information until you have been instructed in the computer operation and in understanding response messages.
- 2) Do confirm all active responses - hits - with the Auto Theft Unit (vehicles); with the Warrant & Suspect Unit (persons); and with the Message Center for articles of property, boats, guns and securities.

GENERAL POLICE ORDER

No. 20-75

HEADQUARTERS June 25

75

SUBJECT COMPUTER TERMINAL TRAINING - GENERAL PROCEDURES

AND REGULATIONS FOR OPERATION AND USE
TO THE MEMBERS OF THE DEPARTMENT

Computer mobile terminals are being installed in Department police cars. Members of the Department shall be trained in computer mobile terminal operations and information responses. No member of the Department shall use computer mobile terminal response information until he has been certified for its usage.

To provide this training, Commanding Officers of each District and Unit to be assigned computer mobile terminals shall designate a training officer for each platoon under his command. Commanding Officers of each platoon shall supervise the training program within his platoon. The training officer designated shall be a superior officer or an officer whose past experience with computer mobile terminals can be utilized for effective training. All members of the platoon shall receive this training.

Training officers designated by their commanding officers shall attend an Instructor's training class to be held at the Police Academy. Three classes will be held, one on Monday, June 30, 1975 at 9:00 A.M. for designated trainers, first platoon; one on Monday June 30, 1975 at 4 P.M. for designated trainers, second platoon and one on Tuesday, July 1, 1975 at 4 P.M. for designated instructors assigned to the second platoon during July. Each class will last about four hours.

GENERAL POLICE ORDER

No. 19-75 HEADQUARTERS June 5 75 1975

SUBJECT: RECOMMENDATION FOR TRANSFER OR REASSIGNMENT
TO THE MEMBERS OF THE DEPARTMENT

Commanding Officers desiring the assignment of certain personnel to their commands or to special assignments shall submit such requests in writing, identifying the individual or individuals, together with the type of assignment for which the request is made, the reason therefore and the work performance record and qualifications of said individual. Establishment of sustained special assignment details shall be similarly handled.

Superior Officers may make recommendations for the reassignment or transfer of members which shall be forwarded in writing through his Commanding Officer. They shall include a summary of the individual's work performance record, attitude and qualifications.

Any requests for transfer, special assignment or expressions of dissatisfaction with treatment accorded them by their Superior Officers shall be reported on a Form #1 report. These reports shall be forwarded to the Chief's Office for consideration and determination. Such reports shall not require a Superior Officer's approving signature and may be forwarded in a sealed envelope in the Administrative Unit's "Locked Box", or through regular departmental mail. The content of the reports will be considered confidential and used only in determining assignments fairly and in a manner that will serve the best interests of the Department.

GENERAL POLICE ORDER

No. 19-75 HEADQUARTERS June 5 75
19

SUBJECT: RECOMMENDATION FOR TRANSFER OR REASSIGNMENTS

Page (2)

Such reports shall include:

1. Date of appointment
2. Number of years in current assignment

When the report is a request for a transfer or special assignment, additionally include:

3. Reason for request
4. New assignment preferred and qualifications

General Police Order 14-70 and Departmental Notice 73-50 are hereby rescinded.

By order of

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-75 HEADQUARTERS June 4, 75

SUBJECT: COMPUTER MOBILE TERMINALS

TO THE MEMBERS OF THE DEPARTMENT

On June 4, 1975 the Radio Repair Unit, East 49th Street and Harvard Avenue will begin installation of computer mobile terminals in Departmental patrol vehicles. Each vehicle will receive a Kustom-MCT-10 computer mobile terminal, a Kustom MP10 mobile printer, and a Kustom DR10 digital radio. Each of these units of hardware has an identifying serial number. Each computer terminal has an identification key which is inserted in the back of the terminal.

At the time equipment is installed into a police vehicle, the officer receiving the equipment shall sign for the equipment received. He shall then notify the Officer-in-Charge of his District or Unit of assignment that he has received the equipment, identified by serial number. He shall record the computer equipment received in his duty report. The equipment is to be signed for on the duty reports of each succeeding platoon.

Officers-in-Charge of Districts and Units shall maintain a computer hardware log book. This book shall record all transactions of receiving, delivery, and exchanging of computer terminals, digital radios, and computer printers. The log book shall contain the date, the type of equipment, serial number, what transaction occurred, and the verifying signature. The log book shall at all times record the current location of computer hardware.

GENERAL POLICE ORDER

No. 18-75 HEADQUARTERS JUNE 4, 75
SUBJECT: COMPUTER MOBILE TERMINALS

- 2 -

The computer terminal, digital radio, and printer is to remain with the vehicle of initial installation but shall be removed from the vehicles in the event of the following conditions:

1. CAR IS TAKEN OUT OF SERVICE - In this event the officers last assigned to the car shall remove the computer terminal, digital radio and printer and return it to his District or Unit Headquarters. The Officer-in-Charge of the District or Unit shall log the receipt of the equipment, sign the log entry and provide for the safe storage of the equipment. When the equipment is returned to service, the Officer receiving the equipment shall sign the log to record his receiving of the equipment.
2. MAINTENANCE - In the event of equipment malfunction, the computer, terminal, digital radio, and printer unit is to be taken to the Radio Repair Unit for repairs. Radio Repair Unit personnel will log the receipt of the equipment received and equipment exchanged. The Officer delivering the computer equipment or receiving a replacement shall obtain a receipt from Radio Repair Unit personnel for all equipment delivered or exchanged. The receipt shall contain the date, time, the type of equipment, the serial number of the equipment, the transaction and the signature of the person of the

GENERAL POLICE ORDER

No. 18-75 HEADQUARTERS June 4, 1975

SUBJECT: COMPUTER MOBILE TERMINALS

- 3 -

Radio Repair Unit receiving or exchanging the equipment. He shall notify his Officer-in-Charge of the transaction, enter the transaction on his duty report, and deliver the receipt to the Officer-in-Charge of his District or Unit. The Officer-in-Charge of the District or Unit shall log the transaction into the log book and file the receipt of exchange or delivery in a file kept for this purpose.

3. EXCHANGE WITHIN THE UNIT - in the event a vehicle's computer equipment is in need of maintenance and the District or Unit of his assignment has on site spare computer equipment, the malfunctional equipment can be exchanged within the District or Unit. The exchange of equipment shall be logged by the Officer-in-Charge.

All Districts and Units shall take monthly inventory on the last day of the month of all computer hardware equipment received and shall report by Form 1 report to the Chief's Office on the result of each inventory taken.

Computer mobile equipment is constructed to withstand normal operating conditions. However, as in all sophisticated electronic equipment, the equipment can be severely damaged by careless handling. When it is necessary to remove computer equipment, care must be maintained that it is removed according to instructions members will have received and

GENERAL POLICE ORDER

No. 18-75 HEADQUARTERS June 4, 75
19

SUBJECT: COMPUTER MOBILE TERMINALS

- 4 -

that they are not dropped. All members shall be certain that in the event their vehicle is to receive a battery boost by jumping a power source from another vehicle or other power source, the computer terminal and radios must be shut off.

Computer terminals can be wiped clean by a damp paper towel or unabrasive cloth. Care shall be given to prevent any liquid from seeping into the keyboard area of the terminal.

Computer hardware log books are available at the Supply Unit for each District and Unit receiving mobile terminals.

By order of,

LLOYD F. GAREY,
CHIEF OF POLICE

TELETYPE

GENERAL POLICE ORDER

No. 17-75 HEADQUARTERS June 3, 75
19

SUBJECT: VICE ENFORCEMENT PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

It is the policy of this Department to vigorously enforce all laws and ordinances dealing with gambling, liquor, prostitution or other vice activity and it is the duty of all officers and members of the Department, regardless of assignment to assist in this function when opportunity warrants it.

The efforts of the Department shall be concentrated on a permanent solution of the problem rather than a temporary alleviation of complaints. Continued arrests, harassment or attention directed at persons or locations that persist in violating the law are wasteful of police manpower diverting it from concentration on the total crime problem.

Officers directly charged with the responsibility of eliminating such complaints shall direct their efforts to making use of all Department procedures, laws and ordinances which will best serve the purpose in permanently enjoining such operations. It shall be their duty to make follow-up inspections of vice complaint locations after the original complaint has been answered and to take appropriate action for all further violations.

Where several arrests have been made at a location and the owners or operators continue their illegal activity, a report shall be made requesting a "Padlock Warning Letter" be sent by the Chief's Office to the owner of the property via registered mail.

GENERAL POLICE ORDER

No. 17-75 HEADQUARTERS June 3, 19 75

SUBJECT: VICE ENFORCEMENT PROCEDURES

Page Two

Should illegal activity continue or arrests be made subsequent to the forwarding of the "Padlock Warning Letter", the County Prosecutor shall be consulted with the view of taking legal action through the courts to padlock the place.

The Bureau of Inspection shall make inspections and maintain such records as shall insure that the above procedures are properly carried out.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

ks:TELETYPE

GENERAL POLICE ORDER

No. 16-75 HEADQUARTERS June 3 75
SUBJECT: COMMANDING AND SUPERVISORY RESPONSIBILITIES
AND DUTIES -- CONDUCT, DISCIPLINE AND
PERFORMANCE

TO THE MEMBERS OF THE DEPARTMENT

Bureau and District Commanders, all Inspectors and Deputy Inspectors shall be bound by the following regulations:

The Command responsibility requires that one's immediate superior be completely informed as to his general whereabouts. This shall include his regular duty tour and all other time. During off duty hours, Inspectors and Deputy Inspectors shall be available to the extent that they can be reached by telephone within several hours. If they will be unavailable for a longer period of time, their Superior must be notified in advance and the latter shall arrange for another command officer to fill his responsibility.

The Commanding Officer of Bureaus and Districts shall be notified by the Operations Officer or other ranking officer on duty, in the event of a major incident that significantly affects the area of his command. This shall include civil disasters, street and school disorders of serious proportions, serious or major crimes of public importance, or those affecting important personages or a number of people or having potentially widespread effects; serious police personnel incidents involving death, danger of death or serious injury, or the integrity, reputation or image of the Department or its members.

GENERAL POLICE ORDER

NO. 16-75 HEADQUARTERS June 3 75
19
SUBJECT: COMMANDING AND SUPERVISORY RESPONSIBILITIES
AND DUTIES -- CONDUCT, DISCIPLINE AND
PERFORMANCE

Page (2)

In these instances, the Chief of Police shall also be notified except when obviously unnecessary, in which case the matter must be the subject of a written report, delivered to the Chief's Office by the following morning. Inspectors and Deputy Inspectors shall cause proper action to be taken, and shall personally respond to the scene when necessary.

Inspectors and Deputy Inspectors normally shall be on duty in their respective assignments, Monday through Friday. In addition to the morning Chief's Office Roll Call, they shall report daily to their immediate Superior at 4:00 P.M. from their offices, unless specifically precluded by an ongoing and essential duty function which shall be reported in detail on the daily Duty Report. All important police matters and incidents shall be reported at this time.

During their tours of duty, they shall conduct all necessary business within their assignments. They shall remain therein except for reasons of police necessity which must be reflected in the daily Duty Report.

Inspectors and Deputy Inspectors shall be subject to all Rules and Regulations and General Police Orders and they shall be responsible for conditions within their assignments with respect to effective police

GENERAL POLICE ORDER

16-75

June 3

75

No. _____

HEADQUARTERS _____

19 _____

COMMANDING AND SUPERVISORY RESPONSIBILITIES

SUBJECT :

AND DUTIES - CONDUCT, DISCIPLINE AND
PERFORMANCE

Page (3)

operations and effective supervisory activity which shall be performed in the prescribed manner.

Commanding Officers shall effect the assignment of their personnel efficiently and equitably with regular rotation in specialized assignments and citizen's dress details in the Bureau of Patrol, a minimum of every 6 months, and, in the Detective Bureau on an annual basis, except by authorized exception. All special personnel assignments shall require the approval of the Chief of Police.

Commanding Officers shall make comprehensive, clear monthly reports of the results of the police activities of their command. These reports shall constitute a performance and status report, addressed to the fulfillment of their specific police responsibilities. This includes crime and arrest activity, vice, response time, police-community relations, and the performance of the personnel in his command.

Commanding Officers shall be governed by all Rules and Regulations, General Police Orders, Departmental Notices and Memoranda directed to them. They shall cause full compliance by all subordinates. Non-compliance with the Rules and Regulations, General Police Orders and prescribed Departmental Procedures shall be the subject of corrective or disciplinary action. Continuing and repeated violations shall be considered a failure of supervision and the

CLE000345

GENERAL POLICE ORDER

16-75 June 3 75
No. _____ HEADQUARTERS _____ 19 _____

SUBJECT: COMMANDING AND SUPERVISORY RESPONSIBILITIES
AND DUTIES -- CONDUCT, DISCIPLINE AND
PERFORMANCE

Page (4)

Superior Officers shall be subject to disciplinary action. Superior Officers shall be responsible for the conduct and performance of their subordinates.

Zone and other patrol units that are placed out of service for lack of personnel or lack of vehicles shall be fully explained. Time off or accumulated time shall be granted only after the requirements of Police duty assignments are considered and satisfied.

Overtime accumulation by all personnel shall be restricted to the absolute minimum and all Superior and Commanding Officers shall be responsible for close supervision and strict compliance with this limitation.

All overtime earned must be certified as proper and necessary for the effective operations of the Bureau, District, Division or Unit. Exceptional cases, in which the overtime appears excessive, shall be explained.

Overtime shall be limited to those instances and to the amount of time required to handle emergencies; to complete essential police assignments or investigations which extend beyond a normal duty tour and that cannot be completed by other members who are on a regular duty tour; for official court appearances as witnesses in criminal prosecutions or in civil cases as witnesses for the city or in support of said member's official on-duty police actions; and to attend authorized meetings.

GENERAL POLICE ORDER

No. 16-75 HEADQUARTERS June 3 75

SUBJECT: COMMANDING AND SUPERVISORY RESPONSIBILITIES
AND DUTIES -- CONDUCT, DISCIPLINE AND
PERFORMANCE

Page (5)

Superior Officers of the rank of Captain and above shall be subject to the same limitations. Additionally, officers of these ranks who normally work the regular business days of each week shall be limited to said regular work schedule. Any deviation shall be only upon written request and with the express permission of the Commanding Officers of the Bureau and Divisions. Bureau Commanders shall grant these exceptions only when extraordinary supervisory or administrative duties are specifically enumerated and justified as essential. This may never include routine duty functions such as the examination of reports or general discussions with subordinates on routine police matters. The Reports containing these requests shall be forwarded to the Chief's Office.

Only authorized uniform and equipment shall be worn and used and only as prescribed. Uniform caps shall be worn at all times in public by members in uniform. Officers shall be courteous in all their contacts with the public. They shall be impartial and professional in all their public actions and conduct and shall wear their badges at all times when in uniform, providing name and rank or badge number to anyone who requests same.

GENERAL POLICE ORDER

16-75
No. _____ HEADQUARTERS _____ June 3 _____ 75
_____ 19 _____

SUBJECT: COMMANDING AND SUPERVISORY RESPONSIBILITIES

AND DUTIES -- CONDUCT, DISCIPLINE AND
PERFORMANCE

Page (6)

All officers shall remain within the territory to which they are assigned, unless required by police necessity to leave it. They shall not congregate around restaurants during lunch periods. No more than one crew shall remain in, or in front of, one restaurant. Officers shall not idly congregate anywhere and shall not loiter in or around police buildings. All police business shall be conducted with dispatch, in order to keep the maximum number of police vehicles on duty at all times. Zone cars shall call back assignment dispositions to radio without delay.

Zone cars shall not return to District Stations for relief earlier than fifteen (15) minutes before the end of a duty tour. A Superior Officer of the platoon reporting off duty shall call the roll of his retiring platoon.

Superior Officers shall closely examine duty reports daily, for any unwarranted delay in responding to radio assignments or in reporting dispositions to the Communications Control Center. The primary responsibility for this supervisory activity lies with Captains and the respective Sector Lieutenants. Superior Officers shall investigate all radio assignments which appear to involve an excessive amount of time, either in responding or handling. These should be observed by direct field supervision and by Duty Report examinations, since one method serves as a

GENERAL POLICE ORDER

No. 16-75 HEADQUARTERS June 3 1975

SUBJECT COMMANDING AND SUPERVISORY RESPONSIBILITIES
AND DUTIES -- CONDUCT, DISCIPLINE AND
PERFORMANCE

Page (7)

check upon the other. All performance of police duties shall be closely observed by all Superior Officers, again by observation and active patrol and by report analysis.

District Commanding Officers and Platoon Captains shall cause Sector Supervisors to respond to all radio assignments which may need their attention without the necessity of assignment by the Communications Control Center.

Revised copies of the Rules and Regulations will soon be issued to all members. This will be followed in the near future by the first general Procedural Manual.

All members will be required to familiarize themselves with these basic manuals. Without a working knowledge of their provisions, no officer can function properly and render proper police service. Together with the foregoing Conduct, Discipline and Performance directive, they represent essential measures and perhaps the final means and opportunity for this Department and its members to unite in a sincere effort to reverse current crime trends, become most responsive to the public safety needs of the community and achieve a mutual state of respect, understanding and cooperation with them.

By order of,
LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 15-75 HEADQUARTERS May 30, 75
19

SUBJECT: ENFORCEMENT OF CURFEW ORDINANCE VIOLATIONS

TO THE MEMBERS OF THE DEPARTMENT

All members are hereby directed to enforce the Curfew Ordinance Section 13.2507. Its provisions declare that both the minor and parent or guardian are liable for violations and subject to prosecution.

In brief these provisions are:

A. It shall be unlawful for any minor --

- 1) of 12 years of age or under
 - a) to be upon the streets or sidewalk or in a park or any other public place, during the period from darkness to dawn.
- 2) of 13 years of age to 16 years of age, inclusive
 - a) to be upon the streets or sidewalks or in a park or any other public place between the hours of 11:00 PM to 5:00 AM
- 3) of 17 years of age
 - a) to be upon the streets or sidewalks or in a park or any other public place between midnight and 5:00 AM

GENERAL POLICE ORDER

No. 15-75 HEADQUARTERS May 30, 19 75

SUBJECT: ENFORCEMENT OF CURFEW ORDINANCE VIOLATIONS

Page Two

UNLESS accompanied by a parent, guardian or some responsible person over the age of 21 years or a member of his family 18 years or older.

NOTE: If the child is out with a neighborhood friend, that friend must be over 21 years of age; however, if he is out with a member of his family then the age requirement is only 18 years or over.

B. It shall be unlawful for a parent or guardian of a minor to allow such child upon the streets or sidewalks unless accompanied as required.

Penalties under Section 13.2508:

1st Offense - fine of not less than \$10.00 nor more than \$25.00.

Subsequent Offenses - fine of not more than \$50.00.

Full enforcement of this Ordinance must be undertaken as the most effective means of combating the problem of rising juvenile crime and delinquency rates. Besides curtailing the disorderly and criminal activities of groups of juveniles, to whom particular attention must be directed, juveniles will be better protected from adult offenses against them.

GENERAL POLICE ORDER

No. 15-75 HEADQUARTERS May 30, 1975

SUBJECT ENFORCEMENT OF CURFEW ORDINANCE VIOLATIONS

Page Three

Commanding Officers of line Bureaus, Districts and Units shall be responsible for compliance with the provisions of this order which shall be accomplished by the normal onstreet supervision of Superior Officers and by their examination of Duty Reports and the results that should be produced by this type of Police action.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-75 HEADQUARTERS May 30 1975

SUBJECT FOOT PATROL UNIT

TO THE MEMBERS OF THE DEPARTMENT

Effective June 1, 1975, a Foot Patrol Unit shall be established within the Task Force in the Bureau of Patrol.

Sixty-six (66) beats have been established throughout the City. Personnel assigned to this Unit shall patrol these beats in an alert and conspicuous manner, making as many citizen contacts as possible. They shall seek out all possible sources of information and concentrate upon the prevention of crimes of violence and breaking and entering, and on the full enforcement of the curfew laws.

Roll Calls shall be conducted at the District Stations by the Superior Officers assigned. They shall be responsible for supervision of the personnel of the Unit. Superior Officers shall be assisted in this capacity by regular District supervisory officers. If it becomes necessary, the latter shall assume full supervisory responsibilities upon notification by the Task Force Office.

Foot Patrol Supervisors shall be responsible for the arrival of personnel on their beats. Public transportation may be used when available. Under no circumstances shall private autos be used for this purpose.

Communications must be maintained with the District Headquarters and the Communications Control Center. Therefore, each beat shall be assigned a transceiver. Beat officers shall make hourly duty calls which

GENERAL POLICE ORDER

No. 14-75 HEADQUARTERS May 30 75
19

SUBJECT: FOOT PATROL UNIT

Page (2)

shall be recorded on a ring sheet at the District Headquarters.

Beat Duty Reports shall be completed by each patrolman for each tour of duty and all activities carefully recorded in accordance with controlling General Police Orders. Duty Report originals and the Duty Ring Sheet shall be forwarded to the Office of Bureau of Patrol.

All personnel assigned to this Unit are expressly directed to act courteously and professionally in all their contacts with the public and to accept complaints and to complete reports, themselves, unless there are suspects or other circumstances that require the assistance of other police units.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 13-75 HEADQUARTERS May 30 75
19

SUBJECT: COMPLAINT INVESTIGATION PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Citizens' complaints concerning improper police conduct or police service shall be received by the officer-in-charge at the District, Bureau or Unit Headquarters where lodged, regardless of origin, and the Complaint Form 71-2096 shall be completed in triplicate.

Members in the field may refer the complainant to the nearest District, Bureau or the Complaint Unit; or, if required for the convenience of the complainant, shall complete the Complaint Form 71-2096. The complaint form shall be given to his officer-in-charge for proper investigation. The member receiving the complaint shall enter his actions on his duty sheet.

There will be a direct telephone line, 696-8181, at the Chief's Office Complaint Unit to receive calls concerning improper police conduct or service. This Unit will be in operation 8:00 A.M. to 5:00 P.M., Monday through Friday, and at other times, complaints on this line will be answered by the officer-in-charge of the Communications Control Center who will complete the necessary Complaint Form 71-2096.

When further investigation is necessary, it must be thorough and all possible information of both physical and witness types of evidence must be gathered. The quantity and credibility of evidence are the factors that either substantiate or refute the allegations contained in the complaint, therefore, all possible evidence must be collected. In addition to the

GENERAL POLICE ORDER

No. 13-75 HEADQUARTERS May 30 1975

SUBJECT: COMPLAINT INVESTIGATION PROCEDURES

Page (2)

interviews of the complainant and witnesses necessary to conduct the investigation, the resolution of any complaint requires notification of the complainant that the internal departmental investigation is completed with one of the following conclusions:

- (1) There may be basis for further departmental action which has been, or will be, undertaken.
- (2) Evidence is insufficient to support his allegations.
- (3) His complaint is unfounded.

This notification should not be made when it would interfere with a pending or intended legal action, either criminal or civil.

At the conclusion of the investigation, Commanding Officers of the Districts and Bureaus shall examine the reports of the investigation to determine whether this necessary contact and notification of the complainant has been made before forwarding them to the Complaint Unit.

Distribution of Complaint Forms 71-2096 shall be as follows:

- (1) The original and one copy shall be sent to the Complaint Unit forthwith. The Complaint Unit shall act in the capacity of a control and coordinating unit for all complaints.

GENERAL POLICE ORDER

No. 13-75

HEADQUARTERS May 30 75

SUBJECT: COMPLAINT INVESTIGATION PROCEDURES

Page (3)

- (2) One copy shall be retained and used as a basis for investigation if the complaint is against the personnel or concerning the service of the administrative unit receiving the complaint. If the complaint is against the personnel or concerning the service of another administrative unit, one copy need only be retained in a file for complaints taken by that administrative unit.
- (3) In cases where the complaint is against the personnel or concerning the service of another administrative unit, other than where received, the Complaint Unit will assign the investigation to the appropriate unit and shall forward a copy of the Complaint Form 71-2096 to that unit.

This procedure in no way relieves a Superior Officer of his responsibilities as set forth in the Manual of Rules.

GPO 15-68 is hereby rescinded.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 12-75 HEADQUARTERS May 30 75
1975
SUBJECT: DEPARTMENTAL REORGANIZATION

TO THE MEMBERS OF THE DEPARTMENT

The following reorganization of the Division of Police will become effective June 1, 1975:

The Bureau of Inspection, Bureau of Staff Operations and Impact Task Force are hereby deleted from the organizational structure of the Division of Police.

A Bureau of Inspection and Administrative Services and a Bureau of Services and Communications are hereby established.

The BUREAU OF INSPECTION AND ADMINISTRATIVE SERVICES shall include:

- (A) DIVISION OF EXTERNAL AFFAIRS
 - (1) Community Relations Unit
 - (2) Labor Relations Unit
 - (3) Auxiliary Police Unit
- (B) DIVISION OF INTERNAL AFFAIRS
 - (1) Field Inspection Unit
 - (2) Special Investigation Unit
 - (3) Complaint Unit
 - (4) Internal Security Unit
 - (5) Planning and Research Unit
 - (6) Federal Grants Unit
 - (7) Police Academy
 - (8) Ordnance Section
 - (9) Vehicle Section

GENERAL POLICE ORDER

No. 12-75 HEADQUARTERS May 30, 1975

SUBJECT: DEPARTMENTAL REORGANIZATION

Page (2)

The BUREAU OF SERVICES AND COMMUNICATIONS shall include:

- (A) DIVISION OF SERVICES
 - (1) Record File Section
 - (2) Detention Section
 - (3) Record Process Section
 - (4) Property Section
- (B) DIVISION OF COMMUNICATIONS
 - (1) Radio Dispatch Section
 - (2) Telephone Exchange
 - (3) Superintendent of Transmission Control

The Task Force remains in the BUREAU OF PATROL and now includes:

- (A) Tactical Unit
- (B) Foot Patrol Unit

The Ports and Harbors Unit and Airport Unit also remain in the BUREAU OF PATROL under the command of the Coordinator of the BUREAU OF PATROL.

By order of,

LLOYD F. GAREY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-75 HEADQUARTERS May 2 75
19

SUBJECT: SUPPLEMENT TO GPO 3-75 -- SECONDARY EMPLOYMENT
REGULATIONS

TO THE MEMBERS OF THE DEPARTMENT:

City owned facilities shall be excepted with regard to the prohibition against employment of a member in a manner which would constitute indirect involvement in the sale or dispensation of alcoholic beverages for consumption on the premises.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 10-75 HEADQUARTERS April 18 75
19

SUBJECT: ENFORCEMENT OF CURFEW ORDINANCE VIOLATIONS

-3-

Commanding Officers of line Bureaus, Districts and Units shall be responsible for compliance with the provisions of this order which shall be accomplished by the normal on street supervision of Superior Officers and by their examination of Duty Reports and the results that should be produced by this type of Police action.

This order supersedes and rescinds GPO 31-68.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

10-75

April 18

75

No. _____

HEADQUARTERS _____

19 _____

ENFORCEMENT OF CURFEW ORDINANCE VIOLATIONS

SUBJECT : _____

- 2 -

NOTE: If the child is out with a neighborhood friend, that friend must be over 21 years of age; however, if he is out with a member of his family then the age requirement is only 18 years or over.

- B. It shall be unlawful for a parent or guardian of a minor to allow such child upon the streets or sidewalks unless accompanied as required.

Penalties under Section 13.2508:

1st Offense, fine of not less than \$10.00
nor more than \$25.00

Subsequent Offenses-fine of not more
than \$50.00

Full enforcement of this Ordinance must be undertaken as the most effective means of combating the problem of rising juvenile crime and delinquency rates. Besides curtailing the disorderly and criminal activities of groups of juveniles, to whom particular attention must be directed, juveniles will be better protected from adult offenses against them.

(Continued on page 3)

GENERAL POLICE ORDER

10- 75
No. _____

HEADQUARTERS April 18

75
19 _____

ENFORCEMENT OF CURFEW ORDINANCE VIOLATIONS
SUBJECT : _____
TO THE MEMBERS OF THE DEPARTMENT

All members are hereby directed to enforce the Curfew Ordinance Section 13.2507. Its provisions declare that both the minor and parent or guardian are liable for violations and subject to prosecution.

In brief these provisions are:

A. It shall be unlawful for any minor

1. Of 12 years of age or under

a) To be upon the streets or sidewalks or in a park or any other public place, during the period from darkness to dawn.

2. Of 13 years of age to 16 years of age, inclusive

a) To be upon the streets or sidewalks or in a park or any other public place between the hours of 11:00 P.M. to 5:00 A.M.

3. Of 17 years of age

a) To be upon the streets or sidewalks or in a park or any public place between midnight and 5:00 A.M.

UNLESS accompanied by a parent, guardian or some responsible person over the age of 21 years or a member of his family 18 years or older.

GENERAL POLICE ORDER

No. 9-75 HEADQUARTERS March 27, 1975

SUBJECT : SUPPLEMENT TO TRAINING BULLETIN 12,2
(GPO 29-71) "INSTRUCTIONS FOR PERSONAL
PORTABLE RADIO"
(2)

TO THE MEMBERS OF THE DEPARTMENT

7, To remove battery from pocket, move battery forward to clear spring clips, then upward and out. Very little force is required.

For Battery Charger service, call Technical Control lines 289 or 593. Commanding Officers shall apprise members who are responsible for the care and maintenance of this equipment regarding the preceding instructions.

By Order of

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-75 HEADQUARTERS March 27, 1975

SUBJECT: SUPPLEMENT TO TRAINING BULLETIN 12,2
(GPO 29-71)"INSTRUCTIONS FOR PERSONAL
PORTABLE RADIO"
TO THE MEMBERS OF THE DEPARTMENT

The following is an amendment to training bulletin 12,2 (GPO 29-71) pertaining to the care and proper use of the Hallicrafter Battery Chargers for Personal-Portable Radios. This amendment will replace the section titled "Battery Chargers" on Page 2 of Training Bulletin 12,2,

1. The Officer-in-Charge of the Station shall be responsible for the charging, checking and distribution of batteries.
2. REMOVE BATTERIES FROM PORTABLE RADIOS to provide better cooling and prevent damage to radios.
3. Insert battery into charger pocket with arrow to the rear, and make sure retaining spring clips are holding battery against contact pins at the base of the socket.
4. Fast charge RED lamp should be on, re-check after 45 minutes - GREEN lamp should be on indicating trickle charge and at this point the RED lamp should be off.
5. Leave battery in pocket for about eight (8) hours (do not exceed (8) hours), to permit the trickle charge rate to fully charge the battery.
6. (45) minute check - If the RED lamp is on, this indicates bad battery or malfunctioning charger. Remove battery and try another pocket, if RED lamp goes out this indicates a bad charger. Block out (stuff paper) into the original pocket of the charging unit. If RED lamp stays on this indicates a defective battery - remove battery and mark accordingly.

GENERAL POLICE ORDER

No. 8-75 HEADQUARTERS March 27, 1975

SUBJECT: MESSAGE RECORDING REPORT MAKING PROCEDURE-
SUPPLEMENT TO GPO 31-72

TO THE MEMBERS OF THE DEPARTMENT

A new model message recording system has been installed in the Report Center at Central Police Station,

This new model has caused some problems for members of the Department when calling in reports.

Page 8 of the Training Bulletin attached to GPO 31-72 has been reprinted and copies will be distributed to all members of the Department. It contains instructions on the proper procedure to follow when calling in reports and shall replace Page 8 of the Training Bulletin.

Commanding Officers shall acquaint all members under their command with the new procedures in the paragraphs titled "Message Recorder Tone" and "Disconnects" on the new page 8 which shall become a permanent part of the Training Bulletin of GPO 31-72.

GERALD J. RADEMAKER
CHIEF OF POLICE

-8-

G.P.O. 31-72

REVISED

TELEPHONIC DICTATION INSTRUCTIONS

BT LINES Priority-----621-1620
(Coin Return)

District 1 -----621-1628 District 4-----621-1638
District 2 -----621-1631 District 5-----621-1642
District 3 -----621-1634 District 6-----621-1646

ASSISTANCE 621-9996 or Police Line 341 shall be called if there are any questions or problems with telephoning in a report.

PROCEDURE

1. Have RC-1 field copy available for reference.
2. Dial the appropriate number.
3. Listen for recorder tone as the signal to begin report.
4. Start report by giving name, rank, car number and title of report. Example: This is Patrolman Jones in Car 321. I have a Housebreaking & Larceny.
5. Continue dictating from notes taken on the RC-1 field copy. Start at Item 1 and continue from beginning to end. The report will be typed EXACTLY as you dictate it. Spell out all names and technical or medical terms.
6. When completed, say "End Of Report" and hang up.

Note: It is important that you speak directly and distinctly into the telephone.

MESSAGE RECORDER TONES

1. "When the recorder is activated, you will hear a brief tone. Begin to talk immediately after the tone disappears. You will not hear the familiar talk down tone as in the past."
2. "You will hear a brief tone when you have one minute left on the tape. At the end of the recording you will hear a high pitched tone. The operator will interrupt and change the belt, after the high pitched tone. When you hear the activation tone on the new tape, begin to talk again and complete your report."
3. "As you will no longer hear the familiar talk down tone, speak clearly and distinctly into the phone in a normal conversational voice."

DISCONNECTS You will be disconnected from the Message Recorder for the following reasons:

1. "If you pause for more than 26 seconds, you will hear a single tone. You must resume talking within 13 seconds or you will be disconnected."
2. "If you tap the telephone cradle or button to signal the operator."
3. It is impossible to get the operator on one of these special dictation numbers.

IF YOU ARE DISCONNECTED

1. Hang up.
2. Dial again and redictate the report from the beginning.

IF YOU ARE DISCONNECTED MORE THAN ONCE Call 621-9996 or Police Line 341 for assistance.

CLE000367

GENERAL POLICE ORDER

No. 7-75 **HEADQUARTERS** March 14, 75
19

SUPPLEMENT TO GPO 29-74 -- MOTOR VEHICLE
SUBJECT: ~~THEFT INVESTIGATION AND REPORTING PROCEDURES~~
BUSINESS ADDRESSES AND PHONE NUMBERS TO BE
INCLUDED.

TO THE MEMBERS OF THE DEPARTMENT:

In General Police Order 29-74 on Page Two under "Heading of RC-1 Report", items 3 and 4 shall be modified by the addition of -- "both residence and business".

On Page Six, the headings of "Motor Vehicle Recovery" RC-1 Reports shall be similarly modified in items 4 and 5.

If the person making the report is not the owner of the vehicle, their business address shall also be included.

By order of,

LLOYD GAREY, INSPECTOR
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-75 HEADQUARTERS March 14, 75
19

SUBJECT: WASHING OF POLICE VEHICLES-LOCATIONS
(NEW CONTRACT)

TO THE MEMBERS OF THE DEPARTMENT:

Effective March 17, 1975, three car wash locations will be utilized by the various Districts, Bureaus and Divisions as follows;

PEARL BROOKPARK CAR WASH, INC. 5133 Pearl Rd., Cleveland, will wash sedans and station wagons assigned to the 1st and 2nd Districts and such other vehicles that originate at these Districts or are assigned to such general location for duty.

Monday thru Friday - 8:30 A.M. to 5:30 P.M.

MR. MAGIC AUTO WASH, INC. 1851 Carnegie Ave., Cleveland, will wash sedans and station wagons assigned to the 3rd District and those cars emanating from the Traffic Bureau, Central Station and the Amstan Building (except Impact Cars).

Monday thru Thursday- 8:00 A.M. to 6:00 P.M.
Sunday - 8:00 A.M. to 1:30 P.M.

(Continued on page 2)

GENERAL POLICE ORDER

No. 6-75

HEADQUARTERS March 14, 1975

SUBJECT: WASHING OF POLICE VEHICLES - LOCATIONS
(NEW CONTRACT)

-2-

FAIRHILL AUTO WASH, 2150 Fairhill Rd., Cleveland will wash sedans and station wagons assigned to the 4th, 5th and 6th Districts and such other vehicles that originate at these Districts or are assigned to such general location for duty. This will include all Impact cars.

Monday thru Thursday - 8:00 A.M. to 6:00 P.M.
Friday and Saturday - 8:00 A.M. to 8:00 P.M.
Sunday - 8:00 A.M. to 4:00 P.M.

Vehicles are to be washed no more than once each week.

No Department of Public Safety vehicles are to be washed after March 16, 1975 at Super Clean Car Wash, 14709 Kinsman Rd.

GENERAL POLICE ORDER 17-71 is hereby rescinded.

LLOYD GAREY, INSPECTOR
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-75 HEADQUARTERS February 19, 1975

SUBJECT: POLICEWOMEN INVESTIGATORS

TO THE MEMBERS OF THE DEPARTMENT

Policewomen investigative teams will be available on a 24 hour basis to assist in the investigation of all rapes and suspected rapes, and crimes and other incidents involving juvenile victims and juvenile suspects.

They are headquartered at the Juvenile Unit, (2nd District), with telephone extensions 518, 519, 520, 547 and 548. Their Radio Call numbers are 9305 and 9306.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-75 HEADQUARTERS February 10, 1975

SUBJECT: COMPUTER INFORMATION ASSISTANCE TO BE
INCLUDED IN ARREST BOOKING CARDS

TO THE MEMBERS OF THE DEPARTMENT:

Effective February 11, 1975 all arrest booking cards, Forms 125, 126 and 127 shall include in capital letters following "Details of Offense" section of Forms 125 and 126 and following the "Held in Connection With" section of Form 127, the following notations in all arrests:

- 1) C A: This notation shall be used to report that information from computer files assisted in the arrest process or decisions.
- 2) M C A: This notation shall be used to report that information from computer files obtained by usage of police vehicle mobile terminals assisted in the arrest process or decision.
- 3) N C A: This notation shall be used to report an arrest in which computer information files did not assist in the arrest process or decision. Include in this category computer want checks with negative results.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 4-75 HEADQUARTERS February 10, 1975

SUBJECT: COMPUTER INFORMATION ASSISTANCE TO BE
INCLUDED IN ARREST BOOKING CARDS

(Page Two)

Booking Officers shall request and receive this information from arresting officers at the time of booking and shall include the notations on the booking card. Whenever an arrested person is charged after an initial booking on Form 127, the computer assisted notation shall be entered on the charge card as obtained from the initial booking card.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 3-75 HEADQUARTERS February 6, 1975

SUBJECT : SECONDARY EMPLOYMENT REGULATIONS

TO THE MEMBERS OF THE DEPARTMENT

Gainful secondary employment by members of the Division of Police, including all self employment, shall be permitted only with the written approval of the Chief of Police and the Director of Public Safety.

All said secondary or part time employment shall be subject to "Secondary Employment Regulations" which are separately printed for issuance to each member.

Commanding Officers shall cause the distribution of the regulations, the Roll Call instruction necessary for thorough familiarization and full compliance. Pay roll sheets shall be receipted by each member.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE



GPO 3-75

February 6, 1975

SUBJECT: SECONDARY EMPLOYMENT REGULATIONS

Gainful secondary employment by members of the Division of Police, including all self employment, shall be permitted only with the written approval of the Chief of Police and the Director of Public Safety, and in accordance with the following regulations:

It may not conflict or interfere in any way with their employment in the Division of Police.

It shall not be of such a nature, be so demanding or involve the individual's primary police employment, so as to:

- a. Tire and reduce the individual's efficiency while on duty.
- b. Result in visits or telephone calls while on duty.
- c. Result in duty time lost or diverted to other activity nor in any preoccupation while on duty.

It shall not involve illegal activity nor any activity or conduct that is incompatible or which constitutes a conflict of interest with the police responsibility and function.

All said employment shall be limited to a maximum of 20 hours a week, which may be accumulated at the rate of not more than 8 hours on a regular V day nor more than 4 hours on any working day. This limitation shall not apply during the individual's annual furlough period. When more than one secondary employer is involved, the combined total cannot exceed these limits.

The rate of pay shall be at least equal to the individual's Cleveland Police pay rate.

Regulation police uniforms may be authorized for private police employment within the city limits but may never be worn for employment of this type outside the city.

No restricted duty personnel may engage in any outside employment. A member with previously authorized part time employment, whose duty status becomes restricted, must immediately terminate any such employment and forthwith submit a Form #1 report with complete information on such termination.

No secondary employment or business is permitted which directly or indirectly involves the sale or dispensation of intoxicating liquor. No member may be employed in any capacity within or in front of a business establishment which dispenses any alcoholic beverages, for consumption on the premises, nor under such conditions as to make him available to render a police service or quell a disturbance on said premises.

Requests shall be made by Form #1 and endorsed with the recommendation of the member's Commanding Officer. Original and two copies shall be forwarded to the Office of the Chief. Upon receiving final approval from the Director of Public Safety, the individual must complete an outside employment card which must be approved by the individual's Superior Officer and forwarded to the Chief's Office within 3 days after notification of said approval.

Part time employment of temporary duration, not to exceed one week, which becomes available upon very short notice with insufficient time to secure written authorization under standard procedures, may be approved by telephone through the Chief's Office. In these cases, the written request shall be submitted to the individual's Superior Officer who shall initiate the telephone request and shall then follow the standard procedures to obtain the written permission needed for documentation and the permanent record.

All Form #1 requests shall contain the following information:

1. Name, rank and badge number.
2. Date of appointment.
3. Present assignment.
4. Name and address of proposed employer.
5. Exact nature of work to be performed.
6. Address and type of place where employment will be performed.
7. Whether Cleveland Police uniform, another uniform or plain clothes will be worn.
8. The maximum number of hours per day or week. When more than one secondary employer is involved, days of the week and number of hours per week for each must be specified.
9. The hourly rate of pay.
10. Approximate period or duration of employment.
11. Statement of regular duty status, ie: Not on restricted duty of any kind.
12. Union affiliation, if any.
13. Statement that there is no involvement with the sale or dispensation of intoxicating liquor, nor police duty or other type of work on, or in front of, such premises or other business establishment dispensing any alcoholic beverages for consumption on the premises.

Upon termination of any employment, a Form #1 notification must be forwarded to the Chief's Office.

Members, while so engaged in secondary employment, shall be governed by all rules and regulations of the Division of Police, City of Cleveland, in personal conduct. They shall cooperate with all on-duty officers in the enforcement of laws and ordinances and shall give immediate and full compliance to all lawful orders of Superior Officers. Violation of any of the foregoing provisions shall be grounds for immediate termination of any permission to engage in secondary employment and the subject of departmental charges.

General Police Orders 21-50, 41-54, 14-60, 54-63 and 17-64 and all previous orders that conflict in any way with the foregoing are hereby rescinded.

GENERAL POLICE ORDER

2-75

January 8, 75

No. _____ HEADQUARTERS _____ 19__

CIVIL ACTIONS INVOLVING MEMBERS OF THE
SUBJECT: DEPARTMENT

TO THE MEMBERS OF THE DEPARTMENT

Whenever a member is served with a summons in a civil action against him or the Police Department, or both, he shall forward the original copy to the Chief's Office with a short Form #1 report to identify the incident and containing the information on the date, time and place of said service. This shall be done forthwith in order that the Law Department may be apprised of these basic facts.

Other reports containing the detailed circumstances of the incident shall then be forwarded to the Chief's Office within 5 days with a Form #1 report as required by GPO 38-70.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-75 HEADQUARTERS January 8, 1975

SUBJECT: TRAFFIC COURT PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

Effective January 1, 1975 all Traffic Arrests including accident citations, physical arrests and regular traffic tickets shall be scheduled for initial appearance in Court Room No. 1 before the Traffic Court Referee.

On all Traffic Citations, Court Room No. 1 shall be circled.

All traffic court cases are to be scheduled for 9:00 A.M.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 31-74 HEADQUARTERS December 26, 1974

SUBJECT: PREPROMOTION PHYSICAL EXAMINATIONS

TO THE MEMBERS OF THE DEPARTMENT

The Director of Public Safety has ordered that at the time of certification and prior to promotion to higher rank, all members of the Division of Police must arrange for a physical examination at the Department of Public Safety Medical Bureau, and that in every case said members must be physically able to perform any regular duty assignment on a full eight (8) hour basis.

Rule 32 provides for these examinations and for the recommendation of the Medical Director who must certify said competency.

All members shall comply with this directive.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 30-74 HEADQUARTERS December 10, 74
19

SUBJECT: AMENDMENT TO G.P.O. 2-67, PROCEDURES
IN EVALUATING STOLEN PROPERTY

TO THE MEMBERS OF THE DEPARTMENT

As of January 1, 1975 additional types and values of property are requested by the F.B.I. Uniform Crime Reporting Committee, and are listed as follows:

- A. Currency, Notes, Etc.
- B. Jewelry and Precious Metals
- C. Clothing and Furs.
- D. Locally Stolen Motor Vehicles
- E. Office Equipment
- F. Televisions, Radios, Cameras, Etc.
- G. Firearms
- H. Household Goods
- I. Consumable Goods
- J. Livestock
- K. Miscellaneous

The identified items include both stolen and recovered property. In any report each item of property or group of items must be identified and given a dollar value.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 29-74

HEADQUARTERS November 25, 1974

SUBJECT: MOTOR VEHICLE THEFT INVESTIGATION AND
REPORTING PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Effective November 25, 1974, Motor Vehicle Theft or Motor Vehicle Recovery investigations shall be conducted in accordance with the procedures established by this order. The entire context of which has been separately printed for individual distribution.

A new structured Form #1 report "Auto Theft Record Information Form" shall be completed whenever personnel recover a suspected stolen motor vehicle that needs further investigation or when personnel are unable to notify the owner of a recovered stolen motor vehicle.

A completed sample copy of the Form is attached together with sample print outs of a computer entry and response.

Commanding Officers shall cause the distribution of the order and the Roll Call instruction necessary to assure the thorough familiarization of each member.

GENERAL POLICE ORDERS 3-74, 26-73, 14-73, 3-72, 22-68 and 23-65 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 28-74 HEADQUARTERS November 19, 1974

SUBJECT: ADDENDUM TO GPO 39-70 - SUPPLEMENTARY
RADIO ASSIGNMENTS AND DISPATCHING
RESPONSIBILITIES, PROCEDURES AND DUTIES.

TO THE MEMBERS OF THE DEPARTMENT

GPO 28-74 - ADDENDUM TO GPO 39-70 - SUPPLEMENTARY RADIO ASSIGNMENTS AND DISPATCHING RESPONSIBILITIES, PROCEDURES AND DUTIES shall become effective immediately and copies forwarded to all Districts, Bureaus, Divisions and Units.

Commanding Officers shall cause all personnel to be fully instructed and to give full compliance.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 28-74

November 19, 1974

SUBJECT: ADDENDUM TO GPO 39-70 - SUPPLEMENTARY RADIO ASSIGNMENTS
AND DISPATCHING RESPONSIBILITIES, PROCEDURES AND DUTIES

The following shall be an addendum to GPO 39-70 and shall not alter or eliminate any of the original provisions of the order.

While these provisions basically apply to the internal operations of the CCC, field units are also affected and they shall give careful attention to those provisions that apply to their operation.

A. RESPONSIBILITY OF CCC MEMBERS

THE PRIMARY RESPONSIBILITY OF THE COMMUNICATIONS CONTROL CENTER IS TO RECEIVE COMPLAINTS AND ASSIGN THEM TO RADIO EQUIPPED PERSONNEL AS SOON AS POSSIBLE. It is the responsibility of all officers and civilians assigned to the Division to perform their duties in such a manner as will best accomplish this purpose. Sergeants assigned to the Complaint or Dispatch Unit shall perform their supervisory functions on a continuous basis. Lieutenants in charge of platoons shall make frequent inspections of all operations in the Radio Room and shall check conditions at the dispatch consoles at least once each hour. The Officer in Charge of the Division of Communications shall make such inspections as will insure compliance with provisions of the order.

B. PERSONNEL SUBJECT TO RADIO DISPATCH

Radio equipped personnel subject to radio dispatch shall include all Bureau of Patrol cars, including evidence and special crime cars, all Task Force cars, all Traffic cars, solo and three wheeler motorcycles, mounted men, beat men equipped with portable radios, and General Duty Detective cars. This shall not eliminate the responsibility of any radio car to respond to a serious incident, particularly when there is difficulty in obtaining a car for the assignment.

C. DUTIES OF DISPATCHERS--DISPATCH SUPERVISORS AND FIELD UNITS

1. Radio assignments shall be dispatched as they are received; however, urgent emergencies shall receive priority when they involve hazards to life and limb, crimes in progress or when they have just occurred with suspects on the scene, in the nearby vicinity or fleeing and susceptible to apprehension. These shall be assigned immediately to ANY radio car that is available. If none are open, a car shall be taken off a less important assignment for this purpose, or dispatched from another District, if within a reasonable distance.
2. As far as possible, cars shall be assigned to incidents within their own specialty which they are best equipped to handle; however, traffic and evidence cars shall be assigned other complaints when no zone cars are available. Task Force cars shall be concentrated on street crimes, felonies and serious incidents and shall

be assigned other complaints only when other possibilities have been exhausted. Detective cars shall be concentrated on felony complaints.

3. Radio cars subject to dispatch shall operate on the frequency of the District in which they are assigned. If necessary to go into another District, they shall notify the Radio and switch to the channel of such District. Radio cars with duties which require operation in more than one District shall receive and broadcast on the frequency of the District in which they are at the time. Radio shall communicate with such cars by multi-channel transmission (simulcasts).
4. An all channel simulcast shall be made for all crimes in progress or those in which suspects may still be in the vicinity or escaping in a manner which provides some opportunity for apprehension.
5. Disturbances, fights, cars blocking drives, and similar incidents require prompt attention as well as crimes. To insure that they receive such attention, they shall be broadcast singly, not grouped together with nonurgent assignments, such as information, routine parking complaints and the like.
6. No assignments shall be held for the following relief and no cars are to be held in reserve.
7. Cars on assignments for protracted periods of time, or at District stations, hospitals, etc., shall be polled for availability.
8. Assignments originating within the Department, such as equipment checks, shop trips, lunch, etc., shall take second priority to citizen complaints. The number of cars permitted out of service for such purpose shall be restricted to the minimum, consistent with the conditions prevailing at the time.
9. Evidence cars shall restrict their trips to the S.I.U. to one trip with accumulated evidence, as far as possible, rather than a trip after each process. If the District evidence car is unavailable for an assignment, one may be sent from another District or the S.I.U. vehicle can be dispatched.
10. Broadcasts shall be for specific cars and "any car" broadcasts shall be avoided as much as possible.
11. Sergeants assigned to supervise dispatchers shall make sure the daily lineup of cars in service, as well as cars used as substitutes, is provided by the Districts and Divisions immediately after Roll Call. They shall handle telephone conversations, as far as possible, to insure that dispatchers remain constantly in radio contact with field units. They shall use the Hotline, 611 to 698 telephone extension series, to give assignments to cars if unable to make radio contact at Roll Calls. They shall cover the adjacent console, if the Sergeant assigned is absent for any reason.

11. In the event of the occurrence of a serious incident involving multiple dispatching of cars, the Officer in Charge of the CCC or the platoon Lieutenant shall assume the active direction of the dispatching function. He shall coordinate and cooperate with the field supervisor in charge at the scene. When necessary, he shall direct all cars responding to switch to a selected frequency.

12. DISPATCH TICKETS.

A dispatch ticket shall be made on each assignment, including lunch, and shall be properly filled out and time stamped for each assignment.

Complaint clerks shall obtain adequate information from each complainant. This shall include the exact address of the incident and the complainant's name and telephone number which shall be entered on the front of the ticket. They shall time stamp the front of the dispatch ticket, after the information has been received, and send it to the dispatch console without delay.

Dispatchers shall both announce and stamp the time the broadcast was acknowledged by the car, and the time the disposition was called back, on the front of the dispatch ticket. Any other broadcasts shall be time stamped on the back of the ticket.

Cars shall give their location when responding to an assignment and dispatchers shall enter the location on the front of the ticket.

When members fail to answer the third broadcast of a message within 10 minutes, the dispatcher shall notify the radio supervisor (platoon Lieutenant or Officer in Charge) through the dispatch Sergeant, who shall promptly notify the Officer in Charge of the District, Bureau or Unit to which such personnel are assigned. The name of the officer who was notified shall be written on the dispatch ticket.

Cars failing to call back dispositions shall also be the subject of investigation by the CCC. If they fail to call back the disposition before going off duty, the same procedure as above shall be followed--the Officer in Charge of the District, Bureau or Unit to which such personnel are assigned shall be notified and the name of the officer notified shall be written on the dispatch ticket.

GENERAL POLICE ORDER

No. 27-74 HEADQUARTERS September 30, 1974

SUBJECT: MONTHLY ACTIVITIES REPORT - DISTRICT
PLAIN CLOTHES UNITS - SPECIAL
INVESTIGATION UNIT

TO THE MEMBERS OF THE DEPARTMENT

District Plain Clothes Squads, together with the Special Investigation Unit shall forward a report of their activities each month through channels to the Chief's Office with a copy forwarded to the Bureau of Inspection.

The report shall list the number of arrests in each category of vice, the addresses where the arrests were made and whether they were for court or investigation. It shall also list the number of citations issued and locations, and padlock actions initiated and the current status of the padlock actions.

The Special Investigation Unit shall review these reports and make a separate evaluation report with the view of identifying present or potential problems and make recommendations for their resolution.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 26-74 HEADQUARTERS September 17, 19 74

SUBJECT: BUREAU OF INSPECTION -- SUPPLEMENTARY
PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

In furtherance of the effective implementation of GPO 18-74 and the operation of the Bureau of Inspection, a form has been devised to report irregularities to the various Bureaus, Divisions, Districts and Units to cause appropriate corrective action. Detailed instruction shall be forwarded.

Commanding Officers shall cause compliance in every respect.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 26-74

September 17, 1974

SUBJECT: BUREAU OF INSPECTION -- SUPPLEMENTARY PROCEDURES

USE OF THE "IRREGULARITY OBSERVED" FORM

The blue "IRREGULARITY OBSERVED" form was developed for use by the Bureau of Inspection basically as a tool for improving the performance of the police department. Its main function is to bring to the attention of the officer involved and his superiors any non-compliance with departmental procedures and regulations.

It is not to be considered as a disciplinary device (although disciplinary action may be recommended in serious violations) but rather as a means of improving efficiency of the officers involved, by providing instruction, training and follow-up inspections.

The form is self-explanatory. The officers involved in the Irregularity and their immediate superior will be listed in the space provided in the upper left-hand corner. The officer assigned for answer will be listed in the upper right-hand corner and he will also be required to sign his name in the lower right-hand corner. The manner of answering will be according to the boxes checked. If the box (Describe corrective action taken in this space) is checked, the answer shall be made on the lines provided on the form, using the reverse side of the form if needed. If the box (Forward Form 1 reports of investigation and action taken) is checked, then the answer shall be made on separate Form 1 reports.

Use of the form does not and is not intended to alter or eliminate any of the present disciplinary procedures. However, it does provide an alternative action for many minor infractions which do not warrant lengthy investigations and multiple reports. In these cases, usually all that will be needed will be an interview with the officers involved to verify the accuracy of the complaint.

It has been said by recognized authorities on police organization that the basic function of a police supervisor is to improve the performance of his subordinates. Therefore, the officer assigned for answer will in most cases be the immediate superior of the officers committing the infraction, thus permitting him to exercise his authority in this respect.

"Corrective action taken" by the supervisor may take the form of instruction in the proper procedures; recommendation for retraining; followup inspections to insure that the infraction is not repeated; or disciplinary action if warranted by the seriousness of the violation.

"IRREGULARITY OBSERVED" forms will be filed in the office of the Bureau of Inspection. Repeated violations by the same officer will be brought to the attention of his Commanding Officer for whatever action he deems proper.

GENERAL POLICE ORDER

No. 25-74 HEADQUARTERS August 26, 74
19

SUBJECT: AMENDMENT TO GPO 20-74 -- ACCIDENT IN-
vestigation reporting procedures.

TO THE MEMBERS OF THE DEPARTMENT

The provisions of GPO 20-74 which state that "Cars shall not be dispatched to routine damage accidents. The drivers shall be courteously advised to report to the nearest District Station where District Officer personnel shall fill out the accident report form", is rescinded.

The former policy and procedure shall be reinstated and the Communications Control Center shall dispatch an A.I.U. or Zone Car-, in that order of priority, whenever they receive a report of an accident.

As required by Rule 77-(1)-(2) and Rule 80-(1) of the Manual of Rules, whenever a member receives an assignment of this nature by whatever means, or whenever an accident has occurred and the principals request that an accident report be made, either at a District Station or anywhere in the field, it shall be his responsibility and duty to complete an accident investigation report.

Further, whenever an accident is reported at any District Station, the report shall be courteously taken irrespective of the location of occurrence. None shall be referred or sent to any other District Station or other Unit Office. GPO 24-74 is hereby rescinded.

By order of,

GERALD J. RADEMAKER,
CHIEF OF POLICE.

GENERAL POLICE ORDER

No. 24-74 HEADQUARTERS August 23, 74
19

SUBJECT: SUPPLEMENT TO GPO 20-74 -- ACCIDENT IN-
VESTIGATION REPORTING PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT:

GPO 20-74 requires that "Cars shall not be dispatched to routine damage accidents" by the Communications Control Center and that "The drivers shall be courteously advised" (by the Communications Control Center personnel) "to report to the nearest District station where District office personnel shall fill out the accident report form."

This does not relieve any member of the obligation to comply with Rule 77-(1)-(2) and Rule 80-(1) of the Manual of Rules. Therefore, whenever a member receives an assignment of this nature by whatever means, or whenever he comes upon a scene of an accident, or whenever an accident has occurred and the principals request that an accident report be made, either at a District Station or anywhere in the field, it shall be his responsibility and duty to complete an accident investigation report.

Further, whenever an accident is reported at any District Station, the report shall be courteously taken irrespective of the location of occurrence. None shall be referred or sent to any other District Station or other Unit office.

By order of,

LLOYD GAREY, INSPECTOR
ACTING CHIEF OF POLICE.

GENERAL POLICE ORDER

No. 23-74 HEADQUARTERS August 16, 1974

SUBJECT: NEW CLEVELAND GENERAL OFFENSE CODE &
COMPARISON CHARTS

TO THE MEMBERS OF THE DEPARTMENT

The Codified Ordinances of the City of Cleveland have been supplemented with the enactment of a "Part Nineteen (19) General Offense Code", Chapter One (1) thru Fourteen (14), Sections 19.1101 thru 19.14103.

Copies of the General Offense Code have been printed in their entirety for distribution to all Units. These shall be kept in the Unit Headquarters Office for reference purposes.

The General Offense Code Sections conform with Statutes of the new Ohio Revised Code. Henceforth, applicable Municipal Section numbers shall be used when booking misdemeanor violators.

A Crime Title and Offense Chart, comparing the new Ohio Revised Code Statutes with the General Offense Code Sections, has been printed for distribution to each member for reference purposes.

Commanding Officers shall cause proper distribution.

By order of,

LLOYD GAREY, INSPECTOR
ACTING CHIEF OF POLICE.

22-74

August 12, 1974
GENERAL POLICE ORDER

No. INTOXICATION ARREST, BOOKING PROCEDURE is
HEADQUARTERS
ORDINARY INTOXICATION/TRAFFIC INTOXICATION

~~TO THE MEMBERS OF THE DEPARTMENT~~

Effective immediately, the following revised procedure shall be used when booking suspected drivers and/or passengers found under the influence of alcohol for "Disorderly Conduct".

Unless booked directly under T.O. 9.1302, "Driving While Intoxicated", suspected drivers and intoxicated passengers shall be booked under the new Municipal General Offense Code, Section 19.10103 B(2) "Disorderly Conduct", adding the notation ("Traffic Intoxication") in parenthesis following the charge. This notation will direct the case to Traffic Court Room #1.

Preceding the initial court appearance, a subject booked under Section 19.10103 B(2), "Disorderly Conduct" (Traffic Intoxication) may still be charged with T.O. 9.1302, "D.W.I." when a complainant signs the affidavit, or additional evidence is obtained to provide the arresting officers with probable cause to believe the subject was in fact the driver.

Ordinary Intoxication arrests shall be booked under the new Municipal General Offense Code, Section 19.10103 B(1), "Disorderly Conduct", adding the notation ("Intoxication").

General Police Order 10-74 is hereby rescinded.=

By order of,

Gerald J. Rademaker,
Chief of Police.

GENERAL POLICE ORDER

No. 21-74 HEADQUARTERS August 7, 19 74

SUBJECT: BACK-BOARDS AVAILABLE AT DISTRICT
STATIONS

TO THE MEMBERS OF THE DEPARTMENT

Due to the lack of sufficient storage area in patrol station wagons, back-boards required to transport victims with back injuries have been re-distributed to the District Stations.

Whenever members have need of a back-board they shall notify the radio dispatcher of their requirement and request that he check with Fire Rescue on the availability of Fire Rescue Squads that may be dispatched to the scene. When Fire Rescue is unable to respond, the radio dispatcher shall dispatch another Zone Car or Traffic Car to the nearest District Station and pick up the back-board and convey it to the scene of the injury.

Members must be cognizant of the fact, that precluding another critical injuries in which life is in jeopardy, proper handling and transportation is of prime concern rather than speed and make-shift methods when attending to back injuries.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-74 HEADQUARTERS July 5, 19 74

SUBJECT: ACCIDENT INVESTIGATION REPORTING
PROCEDURES -- USE OF FORM OH-4 & OH-5

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately, General Police Order 6-74, "Accident Investigation Reporting Procedures"-- Use of Forms OH-4 & OH-5, and supplemental General Police Orders 9-74 and 11-74 are hereby rescinded.

As a part of this order, revised procedures have been prepared, the complete context of which has been separately printed for distribution to individual members.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 20-74

July 5, 1974

SUBJECT: ACCIDENT INVESTIGATION REPORTING PROCEDURES--USE OF
FORMS OH-4 & OH-5

Effective immediately, General Police Order 6-74, "Accident Investigation Reporting Procedures--Use of Forms OH-4 & OH-5, and supplemental General Police Orders 9-74 and 11-74 are hereby rescinded and the following revised procedure shall govern Motor Vehicle Accident Investigations and the completion of the State of Ohio Traffic Crash Report Forms OH-4 and OH-5.

Procedural guidelines enumerated in the State of Ohio, Department of Highway Safety Manual, "Traffic Crash Report Procedures", for completion of Traffic Crash Report Form OH-1 shall be followed when completing the OH-4. The content of the Form OH-1 and the OH-4 are identical. The Form OH-4 shall be filled out in triplicate (Completed Sample Copy attached). Care should be taken in the placement of the carbon to assure that both sides of the first sheet is an original.

The original shall be kept for departmental files. The first carbon copy shall be delivered daily to the Mail Center for mailing to The Ohio Department of Highway Safety, 240 Parsons Avenue, Columbus, Ohio 43205. The second carbon copy shall be forwarded to the Statistics Unit.

Distribution of copies shall be made by the Accident Investigation Unit.

Though self explanatory, the form requires particular attention to the following items as illustrated on Page 7 of the Traffic Crash Report Procedure Manual, and the addition of several features presently not provided for in the new form:

- 1) "Date of Report" shall be inserted in Item #1 (Local Report No.).
- 2) Item #5 (Reporting Agency) - Insert "Cleveland Police Department OHCLP-00".
- 3) The form requires the insertion of five (5) different time elements, i.e. time of crash-Item #6, time police received the call, time dispatched-Item #71.

Each of these times shall be designated in Military Time, i.e. 00:01 through 24:00. (See Page 9 of the procedure manual.

At the time the Radio Dispatcher broadcasts the assignment to a car, he shall also broadcast the time Radio received the call of the accident.

- 4) Item #9 (Crash Type) - Check all applicable boxes, more than one may be used. If an injury requires confinement, PRINT "CONFINED" at the top of Item #9.

Page Two

- 5) Items #14 thru #16 -- Our present accident location reporting procedure shall continue to apply, i.e., "On Euclid at East 9th St.", "On Lorain at 6705", "On Superior at Addison".
- 6) Item #18 (Photo Reference) -- Only if photos are taken -- Insert name of most seriously injured. If no injuries insert the name of the #1 Driver.
- 7) Item #19 (Unit No. 1) -- Insert type of traffic units involved i.e., "2 MV, MV & F.O., or MV & PED."
- 8) Item #27 (Occupation) -- Name of employer shall be included. If student, name of school attended.
- 9) Item #32 (Circle damaged area) -- If no visible damage, circle area of impact.
- 10) Item #50 & #72 (Injured taken to) -- Insert name of hospital or Doctor's Office and whether confined or released.
- 11) Item #57 (Unit No. 2) -- When more than two units are involved in the crash, use additional OH-4 Forms and renumber the units as No. 3, No. 4, etc..

Also a fixed object, i.e., a hydrant, pole or fence, etc., shall be identified and inserted on the line titled "Driver", in Item #57. The location of the fixed object shall be inserted on the line titled "Address of Driver" in Item #57.

- 12) Item #67 (Restraints in Use) -- If a vehicle is equipped with an air cushion, check block designating "other", for the proper vehicle and print "AIR CUSHION" following the word "other", and add the VIN number directly under the words, "none installed". Following the VIN number, state whether the air cushion deployed.
- 13) Item #71 (Other Investigation) -- Insert "See Rev." and enter the location of the additional investigation on the lines adjacent to the diagram section. When the further investigation is conducted at a hospital, enter the name of the hospital and that of the attending physician, and if injuries result in confinement, whether relatives and Record Room have been notified. (See Rule 80-3, Manual of Rules)
- 14) Item #71 (Total Time) -- Disregard the requested information and substitute the investigating car's number in the block.
- 15) Item #74 (Officer's I.D.) -- Insert officers' signature and badge numbers. Adjacent blocks shall be used if additional space is needed.

- 16) Item #75 (Checked By) - Report must bear approving Superior Officer's signature or initials on all three copies.
- 17) City Property accident reports shall have the notation, "CITY PROPERTY" printed in the top right and right side margins.
- 18) Item AA (Other Investigation Notes) on the backside of the OH-4 - Insert the name, charge, (Ordinance Number), and court date of the person cited or arrested.

Further use of this section, and Items BB (Vehicle Damage) and CC (Skidmark Data), is not required as such information is normally included in Form 10 Supplementary Reports.

The C of C 71-10 Supplementary Report shall also be used in lieu of the OH-2, "TRAFFIC CRASH REPORT ADDENDUM". OH-4 and OH-5 State Crash Forms are the only new forms being adopted by the Department. Witness Statement Forms and Supplementary Form 10s shall continue to be used as in the past.

The OH-5, "SUPPLEMENT" Form (Pink color), shall be submitted to the State whenever it is determined that material corrections or supplemental data to the OH-4 is available.

EXAMPLE: Victim initially reported as "injured", later expires.

Report making responsibilities and Radio Dispatching procedures on accident complaints shall be as follows:

The Communications Control Center shall dispatch an accident or uniform patrol car and the officers assigned shall investigate the following types of accidents:

- 1) Accidents involving personal injury or death.
- 2) Accidents involving disabled vehicles.
- 3) Accidents involving a Hit-Skip driver.
- 4) Accidents involving City Property.
- 5) Accidents involving a reported intoxicated driver.

Cars shall not be dispatched to routine damage accidents. The drivers shall be courteously advised to report to the nearest District Station where District office personnel shall fill out the accident report form.

Division Commanding Officers shall cause full compliance with these instructions.

General Police Orders 6-74, 9-74 and 11-74 are hereby rescinded.

STATE OF OHIO TRAFFIC CRASH REPORT										City Property OH-4 (Rev. 5/73)	
LOCAL REPORT NO. xx Date of Report Apr. 29, 1974 <input type="checkbox"/> OH-2 <input type="checkbox"/> OH-3 <input type="checkbox"/> OH-5										FILE NO. (LEAVE BLANK)	
REPORTING AGENCY Cleveland Police Dept. OHCLP-00 TIME OF CRASH 14:45 DAY Mon. DATE OF CRASH 4 MO. 29 DAY 74										CONFIRMED <input type="checkbox"/> FATAL <input type="checkbox"/> INJURY <input type="checkbox"/> PROP. DAMAGE <input type="checkbox"/> P.D. UNDER \$150	
CRASH OCCURRED IN (CITY, VILLAGE, TOWNSHIP) Cleveland, Ohio IN COUNTY OF Cuyahoga										<input type="checkbox"/> ON PRIV. PROP. <input type="checkbox"/> HITSKIP	
ON ROUTE, CO. OR TWP. ROAD, STREET ADDRESS Lakeside Ave. TP <input type="checkbox"/> IS <input type="checkbox"/> US <input type="checkbox"/> SR <input type="checkbox"/> CR <input type="checkbox"/> TR <input type="checkbox"/> CS <input type="checkbox"/> PR <input type="checkbox"/> OT <input type="checkbox"/> AT JUNCTION OR INTERSECTION WITH East 18th Street										— STATE USE — <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N.S.	
MILEPOST, JUNCTION, INTERSECTION, BRIDGE, ETC. R. Jones PHOTO REFERENCE										TYPE Crash	
MILES <input type="checkbox"/> FEET <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> OF											
TOTAL UNITS INVOLVED 2 UNIT NO. 1	DRIVER — LAST FIRST MIDDLE SEX DATE OF BIRTH AGE SOCIAL SECURITY NUMBER Jones Robert E. M 12 57 16 278 19 7442										
	ADDRESS — NUMBER STREET CITY STATE PHONE, IF AVAILABLE OCCUPATION 4228 West 56th St. Cleve., Oh. 661-4016 Student J. Marshall										
	OPERATOR LICENSE NO. STATE TYPE OF LICENSE <input type="checkbox"/> Spcl. End. <input type="checkbox"/> Probationary <input type="checkbox"/> Operator <input type="checkbox"/> Temporary <input type="checkbox"/> Motorcycle <input type="checkbox"/> Chauffeur <input type="checkbox"/> Med. Restd. <input type="checkbox"/> Other TERMS OF RESTRICTION <input type="checkbox"/> 3 yr. <input type="checkbox"/> 6 mon. <input type="checkbox"/> 1 yr. <input type="checkbox"/> 4 yr.										
	OWNER — LAST FIRST MIDDLE ADDRESS — NUMBER STREET CITY STATE PHONE Jones Edward J. (Same) (Same)										
	VEHICLE MAKE MODEL NAME COLOR BODY STYLE VEHICLE DIR. ODOMETER READING LIC. NO. STATE YEAR 1963 Ford F 100 Blk Truck N S E (W) 86,000 A-14-Y3 Ohio 74										
	NAME OF INSURANCE COMPANY/AGENT INSURANCE OWNER <input type="checkbox"/> UNKNOWN <input type="checkbox"/> DRIVER <input type="checkbox"/> NONE <input type="checkbox"/> VEHICLE DRIVEN <input type="checkbox"/> HAULED <input type="checkbox"/> NAME OF WRECKER Charity INJURED TAKEN TO BY WHOM 211										
	DAMAGE NONE OVER \$150 UNDER \$150 ALCOHOL TEST GIVEN <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES Urine RESULTS <input checked="" type="checkbox"/> CITY ORD. 9.1302 ORD. OR CODE NUMBER DWI										
	MV & FO										
UNIT NO. 2	DRIVER — LAST FIRST MIDDLE SEX DATE OF BIRTH AGE SOCIAL SECURITY NUMBER Muny Light Pole #15622										
	ADDRESS — NUMBER STREET CITY STATE PHONE, IF AVAILABLE OCCUPATION Lakeside Ave & E. 18 St. NW Corner										
	OPERATOR LICENSE NO. STATE TYPE OF LICENSE <input type="checkbox"/> Spcl. End. <input type="checkbox"/> Probationary <input type="checkbox"/> Operator <input type="checkbox"/> Temporary <input type="checkbox"/> Motorcycle <input type="checkbox"/> Chauffeur <input type="checkbox"/> Med. Restd. <input type="checkbox"/> Other TERMS OF RESTRICTION <input type="checkbox"/> 3 yr. <input type="checkbox"/> 6 mon. <input type="checkbox"/> 1 yr. <input type="checkbox"/> 4 yr.										
	OWNER — LAST FIRST MIDDLE ADDRESS — NUMBER STREET CITY STATE PHONE City of Cleveland 601 Lakeside Ave Cleve., Oh. 694-2000										
	VEHICLE MAKE MODEL NAME COLOR BODY STYLE VEHICLE DIR. ODOMETER READING LIC. NO. STATE YEAR 19 N S E W										
	NAME OF INSURANCE COMPANY/AGENT INSURANCE OWNER <input type="checkbox"/> UNKNOWN <input type="checkbox"/> DRIVER <input type="checkbox"/> NONE <input type="checkbox"/> VEHICLE DRIVEN <input type="checkbox"/> HAULED <input type="checkbox"/> NAME OF WRECKER Charity INJURED TAKEN TO BY WHOM 211										
	DAMAGE NONE OVER \$150 UNDER \$150 ALCOHOL TEST GIVEN <input type="checkbox"/> NO <input type="checkbox"/> YES Urine RESULTS <input type="checkbox"/> CITY ORD. 9.1302 ORD. OR CODE NUMBER DWI										
	TRAIN <input type="checkbox"/> VEH. <input type="checkbox"/> PED. <input type="checkbox"/> OP. <input checked="" type="checkbox"/> ANIMAL <input type="checkbox"/>										
OCC. 1 UNIT	NAME — LAST FIRST MIDDLE AGE DATE OF BIRTH Smith John B 28 6 10 55										
	ADDRESS — NUMBER STREET CITY STATE PHONE SEX 1289 Memphis Ave., Cleve., Oh 351-6523 M										
	OCC. 2 UNIT										
	NAME — LAST FIRST MIDDLE AGE DATE OF BIRTH WIT. <input type="checkbox"/>										
	ADDRESS — NUMBER STREET CITY STATE PHONE SEX										
	OCC. 3 UNIT										
	NAME — LAST FIRST MIDDLE AGE DATE OF BIRTH WIT. <input type="checkbox"/>										
	ADDRESS — NUMBER STREET CITY STATE PHONE SEX										
	OCC. 4 UNIT										
	NAME — LAST FIRST MIDDLE AGE DATE OF BIRTH WIT. <input type="checkbox"/>										
ADDRESS — NUMBER STREET CITY STATE PHONE SEX											
TIME POLICE: 14:50 RECEIVED CALL 14:53 DISPATCHED 15:00 ARRIVED SCENE 16:20 CLEARED SCENE See Rev OTHER INVESTIGATION 211 TOTAL TIME 211											
OCC. 1 INJURED TAKEN TO BY WHOM Charity 211 OCC. 3 INJURED TAKEN TO BY WHOM Miller 1 OFFICER'S ID. Sgt. Gray											
OCC. 2 INJURED TAKEN TO BY WHOM Charity 211 OCC. 4 INJURED TAKEN TO BY WHOM Miller 1 CHECKED BY Sgt. Gray											
INJURY SEVERITY DR. OR /PED OCCUPANT Fatal 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Incapacitating injury 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Visible signs of injury 3 <input type="checkbox"/> 4 <input type="checkbox"/> Claimed injury 4 <input type="checkbox"/> No claimed injury 5 <input type="checkbox"/>											
RESTRAINTS IN USE Seat belt 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Harness and seat belt 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Shoulder harness 3 <input type="checkbox"/> 4 <input type="checkbox"/> None in use 4 <input type="checkbox"/> Other Air Cush. 5 <input type="checkbox"/> 6 <input type="checkbox"/> None installed 6 <input type="checkbox"/>											
POSITION Vin#1835L66X1 Deploye Front left 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Front center 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Front right 3 <input type="checkbox"/> 4 <input type="checkbox"/> Back left 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Back center 5 <input type="checkbox"/> 6 <input type="checkbox"/> Back right 6 <input type="checkbox"/> 7 <input type="checkbox"/> Other 7 <input type="checkbox"/>											
CONDITION (PED/DR) Apparently normal 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Sick 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Fatigued 3 <input type="checkbox"/> 4 <input type="checkbox"/> Apparently asleep 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Physical defect 5 <input type="checkbox"/> 6 <input type="checkbox"/> Apparently drinking 6 <input type="checkbox"/> 7 <input type="checkbox"/> Intoxicated 7 <input type="checkbox"/> 8 <input type="checkbox"/> Apparent drug usage 8 <input type="checkbox"/>											
EJECTION Total 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Partial 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Not ejected 3 <input type="checkbox"/> 4 <input type="checkbox"/> Trapped 4 <input type="checkbox"/>											

STATE OF OHIO

TRAFFIC CRASH REPORT

REPORT NO. (LOCAL)	CONTOUR 1 <input checked="" type="checkbox"/> Straight, level 2 <input type="checkbox"/> Straight, grade 3 <input type="checkbox"/> Straight, hillcrest 4 <input type="checkbox"/> Curve, level 5 <input type="checkbox"/> Curve, grade 6 <input type="checkbox"/> Curve, hillcrest	LIGHT CONDITIONS 1 <input checked="" type="checkbox"/> Daylight 2 <input type="checkbox"/> Dawn or dusk 3 <input type="checkbox"/> Dark—no lights 4 <input type="checkbox"/> Dark but lighted 5 <input type="checkbox"/> Other	WEATHER 1 <input checked="" type="checkbox"/> No adverse weather condition 2 <input type="checkbox"/> Rain 3 <input type="checkbox"/> Snow 4 <input type="checkbox"/> Fog 5 <input type="checkbox"/> Other	ROAD CONDITIONS 1 <input checked="" type="checkbox"/> Dry 2 <input type="checkbox"/> Wet 3 <input type="checkbox"/> Snow or ice 4 <input type="checkbox"/> Mud or sand 5 <input type="checkbox"/> Other	ROAD SURFACE 1 <input checked="" type="checkbox"/> Asphalt 2 <input type="checkbox"/> Concrete 3 <input type="checkbox"/> Gravel 4 <input type="checkbox"/> Other
LOCATION 1 <input checked="" type="checkbox"/> Street or highway intersection 2 <input type="checkbox"/> Alley or driveway 3 <input type="checkbox"/> Railroad crossing 4 <input type="checkbox"/> Bridge (over 20' span) 5 <input type="checkbox"/> Subway (underpass) 6 <input type="checkbox"/> Bridge or culvert (spans 20' and under) 7 <input type="checkbox"/> Interchange 8 <input type="checkbox"/> Non intersection	TYPE OF CRASH (Two Moving Motor Vehicles) 01 <input type="checkbox"/> Head-on 02 <input type="checkbox"/> Rear-end 03 <input type="checkbox"/> Sideswipe 04 <input type="checkbox"/> Angle 05 <input type="checkbox"/> Turning (One Moving MV and —) 06 <input type="checkbox"/> Parked motor vehicle 07 <input type="checkbox"/> Pedestrian 08 <input type="checkbox"/> Animal 09 <input type="checkbox"/> Train 10 <input type="checkbox"/> Pedalcycles 11 <input type="checkbox"/> Other non-motor vehicle 12 <input checked="" type="checkbox"/> Fixed object 13 <input type="checkbox"/> Other object 14 <input type="checkbox"/> Motorcycle (One MV Only) 15 <input type="checkbox"/> Overturning 16 <input type="checkbox"/> Other non-collision	UNIT 1 2 CAUSATIVE FACTORS 01 <input type="checkbox"/> Failure to yield 02 <input type="checkbox"/> Ran stop signal 03 <input type="checkbox"/> Driving wrong way 04 <input type="checkbox"/> Improper passing 05 <input type="checkbox"/> Improper turning 06 <input checked="" type="checkbox"/> Rocklessness 07 <input checked="" type="checkbox"/> OMVI 08 <input type="checkbox"/> Driving too slow 09 <input type="checkbox"/> Traffic signal violation 10 <input type="checkbox"/> Left of center 11 <input type="checkbox"/> Stopped or parked illegally 12 <input type="checkbox"/> Excessive speed 13 <input type="checkbox"/> Following too close 14 <input type="checkbox"/> Other 15 <input type="checkbox"/> View obstruction 16 <input type="checkbox"/> None 17 <input type="checkbox"/> Vehicle defects 18 <input type="checkbox"/> Road defects	PEDESTRIAN ACTION 01 <input type="checkbox"/> In crosswalk 02 <input type="checkbox"/> Crossing other than crosswalk 03 <input type="checkbox"/> Walking with traffic 04 <input type="checkbox"/> Walking against traffic 05 <input type="checkbox"/> Working or playing in roadway 06 <input type="checkbox"/> Entering or leaving vehicle 07 <input type="checkbox"/> On highway but not in roadway 08 <input type="checkbox"/> Off highway 09 <input type="checkbox"/> Other 10 <input type="checkbox"/> Working on car	INTENDED DRIVER ACTION UNIT 1 2 01 <input checked="" type="checkbox"/> Going straight 02 <input type="checkbox"/> Changing lanes 03 <input type="checkbox"/> Passing 04 <input type="checkbox"/> Turning right 05 <input type="checkbox"/> Turning left 06 <input type="checkbox"/> Stopped to turn 07 <input type="checkbox"/> Parking 08 <input type="checkbox"/> Unparking 09 <input type="checkbox"/> Backing 10 <input type="checkbox"/> Stopped in traffic 11 <input type="checkbox"/> U-Turn 12 <input type="checkbox"/> Merging onto freeway 13 <input type="checkbox"/> Exiting from freeway 14 <input type="checkbox"/> Other	TYPE OF UNIT UNIT 1 2 01 <input type="checkbox"/> Passenger car 02 <input checked="" type="checkbox"/> Truck 03 <input type="checkbox"/> Bus 04 <input type="checkbox"/> Motorcycle 05 <input type="checkbox"/> Passenger car w/trailer 06 <input type="checkbox"/> House vehicle 07 <input type="checkbox"/> Tractor and semi trailer 08 <input type="checkbox"/> School bus 09 <input type="checkbox"/> Motor scooter or motor bicycle 10 <input type="checkbox"/> Bicycle 11 <input type="checkbox"/> Unlicensed farm vehicle 12 <input type="checkbox"/> Rail 13 <input type="checkbox"/> Animal 14 <input type="checkbox"/> Taxi 15 <input type="checkbox"/> Public safety vehicle 16 <input type="checkbox"/> Recreational vehicle 17 <input type="checkbox"/> Other 18 <input type="checkbox"/> Truck w/trailer
DEFECTS UNIT 1 2 1 <input type="checkbox"/> Brakes 2 <input type="checkbox"/> Lights 3 <input type="checkbox"/> Steering 4 <input type="checkbox"/> Tires 5 <input type="checkbox"/> Other 6 <input checked="" type="checkbox"/> None	SPEED UNIT STATED POSTED 1 20 25 2	FIXED ROADSIDE OBJECT STRUCK UNIT 1 2 1 <input type="checkbox"/> Light or utility pole 2 <input type="checkbox"/> Bridge or culvert 3 <input type="checkbox"/> Sign, signal or support 4 <input type="checkbox"/> Guard rail 5 <input type="checkbox"/> Fence 6 <input type="checkbox"/> Tree 7 <input type="checkbox"/> Ditch or embankment 8 <input type="checkbox"/> Other 9 <input type="checkbox"/> None	TRAFFIC CONTROL UNIT 1 2 1 <input type="checkbox"/> Traffic officer 2 <input type="checkbox"/> Stop sign 3 <input type="checkbox"/> Yield sign 4 <input type="checkbox"/> Railroad signal 5 <input type="checkbox"/> Traffic signal 6 <input type="checkbox"/> Other 7 <input checked="" type="checkbox"/> None	MOTORCYCLE ENGINE SIZE UNIT 1 2 1 <input type="checkbox"/> Light (up to 100 cc) 2 <input type="checkbox"/> Medium (101 to 349 cc) 3 <input type="checkbox"/> Heavy (over 350 cc)	

ACCIDENT DESCRIPTION TO INCLUDE POINT OF IMPACT:

Vehicle #1 operating West on Lakeside Ave.

Struck Muny Light Pole #15622 Located on Northwest corner of East 18th St. and Lakeside Ave.

Point of Impact: Pole located on tree lawn on Northwest corner.

Injured attended by:

Dr. Dearborn - Charity Hosp.

Record Rm & Relatives Notified

— OTHER INVESTIGATION NOTES —

(Name) Robert E. Jones

(Charge) T.O. 9.1302

(Court Date) Juvenile Court

VEHICLE DAMAGE

UNIT 1 2

☐ Slight

☐ Moderate

☐ Severe

☐ Demolished

☐ Est \$

☐ Est \$

SKIDMARK DATA

UNIT 1 UNIT 2

R.F.

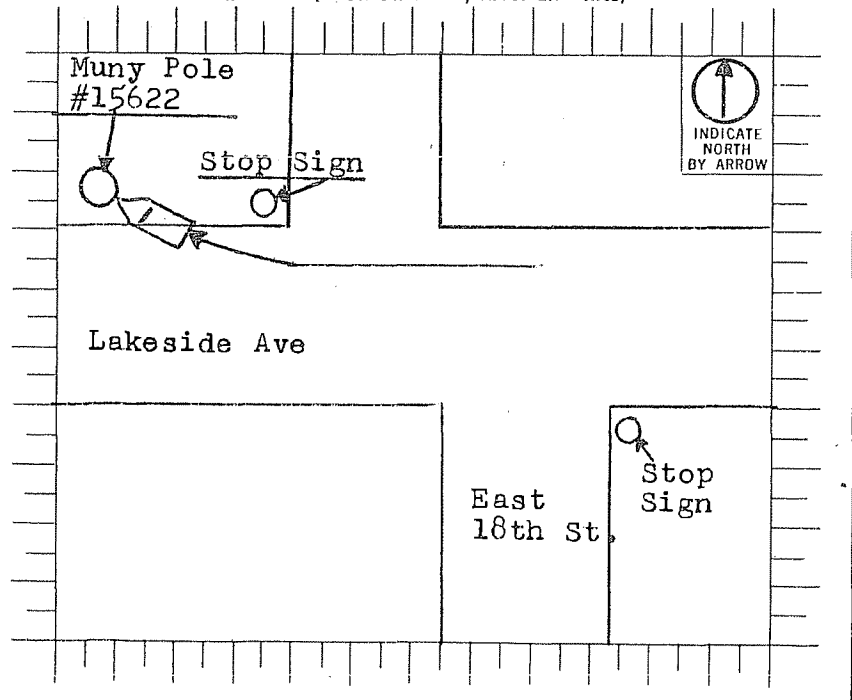
L.F.

R.R.

L.R.

% Gr.

DIAGRAM (Show all lanes, label all units)



STATE OF OHIO TRAFFIC CRASH REPORT										OH-1 (Rev. 5/73)		FILE NO. LOCAL USE
LOCAL REPORT NO. (1)		OH-2 OH-3 OH-5		(3) — BMV ONLY —		(4) — DEPT. OF HIGHWAY SAFETY ONLY —		<input type="checkbox"/> FATAL <input type="checkbox"/> INJURY <input type="checkbox"/> PROP. DAMAGE <input type="checkbox"/> P.D. UNDER \$100 <input type="checkbox"/> ON PRIV. PROP. <input type="checkbox"/> HITSKIP (9)		(10)		
REPORTING AGENCY (5) OH				TIME OF CRASH (6)		DATE OF CRASH (7) MO. (8) DAY (9) YR. (10)						
CRASH OCCURRED IN (CITY, VILLAGE, TOWNSHIP) (12)						IN COUNTY OF (13)						
ROUTE, CO. OR TWP. ROAD, STREET ADDRESS (14)				OT CS IS US SE CR TR PR TP (15)		AT JUNCTION OR INTERSECTION WITH (16)		— STATE USE — ALCOHOL <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N.S. (11)				
MILES N E OF (17)				MILEPOST JUNCTION, INTERSECTION, BRIDGE, ETC. (17)		PHOTO REFERENCE (18)						
TOTAL UNITS INVOLVED (19) UNIT NO. 1		DRIVER — LAST (20) FIRST (21) MIDDLE (22)		SEX (23) DATE OF BIRTH (24) MO. (25) DAY (26) YR. (27)		SOCIAL SECURITY NUMBER (28)						
		ADDRESS — NUMBER (29) STREET (30) CITY (31) STATE (32)		PHONE, IF AVAILABLE (33)		OCCUPATION (34)		CIRCLE DAMAGED AREAS (35)				
		OPERATOR LICENSE NO. (36) STATE (37) TYPE OF LICENSE (38)		<input type="checkbox"/> Operator <input type="checkbox"/> Chauffeur <input type="checkbox"/> Spcl. End. Temporary Med. Resid. <input type="checkbox"/> Probationary Motorcycle Other		TERMS OF RESTRICTION (39)		<input type="checkbox"/> 3 yr. <input type="checkbox"/> 6 mon. <input type="checkbox"/> 1 yr. <input type="checkbox"/> 4 yr.				
		OWNER — LAST (40) FIRST (41) MIDDLE (42)		ADDRESS — NUMBER (43) STREET (44) CITY (45) STATE (46)		PHONE (47)						
		VEHICLE YEAR (48) MAKE (49) MODEL NAME (50) COLOR (51) BODY STYLE (52)		VEHICLE DIR. (53) N S E W		ODOMETER READING (54)		LIC. NO. (55)		STATE (56) YEAR (57)		
		NAME OF INSURANCE COMPANY/AGENT (58)		INSURANCE OWNER (59) DRIVER (60)		VEHICLE DRIVEN (61) HAULED (62)		NAME OF WRECKER (63)		INJURED TAKEN TO (64) BY WHOM (65)		
		DAMAGE NONE (66) PROPERTY (67) OVER \$100 (68) OVER \$100 (69)		ALCOHOL TEST GIVEN (70) YES (71) NO (72) TYPE (73)		RESULTS, IF KNOWN (74) CITY ORD. (75) STATE CODE (76)		ORD. OR CODE NUMBER (77)		ORD. DESCRIPTION (78)		
UNIT NO. 2		DRIVER — LAST (79) FIRST (80) MIDDLE (81)		SEX (82) DATE OF BIRTH (83) MO. (84) DAY (85) YR. (86)		SOCIAL SECURITY NUMBER (87)						
		ADDRESS — NUMBER (88) STREET (89) CITY (90) STATE (91)		PHONE, IF AVAILABLE (92)		OCCUPATION (93)		CIRCLE DAMAGED AREAS (94)				
		OPERATOR LICENSE NO. (95) STATE (96) TYPE OF LICENSE (97)		<input type="checkbox"/> Operator <input type="checkbox"/> Chauffeur <input type="checkbox"/> Spcl. End. Temporary Med. Resid. <input type="checkbox"/> Probationary Motorcycle Other		TERMS OF RESTRICTION (98)		<input type="checkbox"/> 3 yr. <input type="checkbox"/> 6 mon. <input type="checkbox"/> 1 yr. <input type="checkbox"/> 4 yr.				
		OWNER — LAST (99) FIRST (100) MIDDLE (101)		ADDRESS — NUMBER (102) STREET (103) CITY (104) STATE (105)		PHONE (106)						
		VEHICLE YEAR (107) MAKE (108) MODEL NAME (109) COLOR (110) BODY STYLE (111)		VEHICLE DIR. (112) N S E W		ODOMETER READING (113)		LIC. NO. (114)		STATE (115) YEAR (116)		
		NAME OF INSURANCE COMPANY/AGENT (117)		INSURANCE OWNER (118) DRIVER (119)		VEHICLE DRIVEN (120) HAULED (121)		NAME OF WRECKER (122)		INJURED TAKEN TO (123) BY WHOM (124)		
		DAMAGE NONE (125) PROPERTY (126) OVER \$100 (127) OVER \$100 (128)		ALCOHOL TEST GIVEN (129) YES (130) NO (131) TYPE (132)		RESULTS, IF KNOWN (133) CITY ORD. (134) STATE CODE (135)		ORD. OR CODE NUMBER (136)		ORD. DESCRIPTION (137)		
OCC. 1 UNIT (58) WIT. (60)		NAME — LAST (59) FIRST (61) MIDDLE (62)		AGE (63) DATE OF BIRTH (64) MO. (65) DAY (66) YR. (67)		PHONE (68)		INJURY SEVERITY (69)				
		ADDRESS — NUMBER (70) STREET (71) CITY (72) STATE (73)										
		NAME — LAST (74) FIRST (75) MIDDLE (76)		AGE (77) DATE OF BIRTH (78) MO. (79) DAY (80) YR. (81)		PHONE (82)		RESTRAINTS IN USE (83)				
		ADDRESS — NUMBER (84) STREET (85) CITY (86) STATE (87)										
		NAME — LAST (88) FIRST (89) MIDDLE (90)		AGE (91) DATE OF BIRTH (92) MO. (93) DAY (94) YR. (95)		PHONE (96)		POSITION (97)				
		ADDRESS — NUMBER (98) STREET (99) CITY (100) STATE (101)										
		NAME — LAST (102) FIRST (103) MIDDLE (104)		AGE (105) DATE OF BIRTH (106) MO. (107) DAY (108) YR. (109)		PHONE (110)		CONDITION (PED/DR) (111)				
		ADDRESS — NUMBER (112) STREET (113) CITY (114) STATE (115)										
		NAME — LAST (116) FIRST (117) MIDDLE (118)		AGE (119) DATE OF BIRTH (120) MO. (121) DAY (122) YR. (123)		PHONE (124)		EJECTION (125)				
		ADDRESS — NUMBER (126) STREET (127) CITY (128) STATE (129)										
TIME POLICE: (130)		RECEIVED CALL (131)		DISPATCHED (132)		ARRIVED SCENE (133)		CLEARED SCENE (134)		OTHER INVESTIGATION (135)		
OCC. 1 INJURED TAKEN TO (136) BY WHOM (137)		OCC. 2 INJURED TAKEN TO (138) BY WHOM (139)		OCC. 3 INJURED TAKEN TO (140) BY WHOM (141)		OCC. 4 INJURED TAKEN TO (142) BY WHOM (143)		OFFICER'S ID (144)				
OCC. 1 (145)		OCC. 2 (146)		OCC. 3 (147)		OCC. 4 (148)		CHECKED BY (149)				

STATE OF OHIO

TRAFFIC CRASH REPORT

REPORT NO. (LOCAL) (A)		CONTOUR 1 <input type="checkbox"/> Straight, level 2 <input type="checkbox"/> Straight, grade 3 <input type="checkbox"/> Straight, hillcrest 4 <input type="checkbox"/> Curve, level 5 <input type="checkbox"/> Curve, grade 6 <input type="checkbox"/> Curve, hillcrest (B)		LIGHT CONDITIONS 1 <input type="checkbox"/> Daylight 2 <input type="checkbox"/> Dawn or dusk 3 <input type="checkbox"/> Dark—no lights 4 <input type="checkbox"/> Dark but lighted 5 <input type="checkbox"/> Other (C)		WEATHER 1 <input type="checkbox"/> No adverse weather condition 2 <input type="checkbox"/> Rain 3 <input type="checkbox"/> Snow 4 <input type="checkbox"/> Fog 5 <input type="checkbox"/> Other (D)		ROAD CONDITIONS 1 <input type="checkbox"/> Dry 2 <input type="checkbox"/> Wet 3 <input type="checkbox"/> Snow or ice 4 <input type="checkbox"/> Mud or sand 5 <input type="checkbox"/> Other (E)		ROAD SURFACE 1 <input type="checkbox"/> Asphalt 2 <input type="checkbox"/> Concrete 3 <input type="checkbox"/> Gravel 4 <input type="checkbox"/> Other (G)			
LOCATION 1 <input type="checkbox"/> Street or highway intersection 2 <input type="checkbox"/> Alley or driveway 3 <input type="checkbox"/> Railroad crossing 4 <input type="checkbox"/> Bridge (over 20' span) 5 <input type="checkbox"/> Subway (underpass) 6 <input type="checkbox"/> Bridge or culvert (spans 20' and under) 7 <input type="checkbox"/> Interchange 8 <input type="checkbox"/> Non-intersection (I)		TYPE OF CRASH (Two Moving Motor Vehicles) 01 <input type="checkbox"/> Head on 02 <input type="checkbox"/> Rear end 03 <input type="checkbox"/> Sideswipe 04 <input type="checkbox"/> Angle 05 <input type="checkbox"/> Turning (K) (One Moving MV and —) 06 <input type="checkbox"/> Parked motor vehicle 07 <input type="checkbox"/> Pedestrian 08 <input type="checkbox"/> Animal 09 <input type="checkbox"/> Train 10 <input type="checkbox"/> Pedalcycles 11 <input type="checkbox"/> Other non-motor vehicle 12 <input type="checkbox"/> Fixed object 13 <input type="checkbox"/> Other object 14 <input type="checkbox"/> Motorcycle (L) (One MV Only) 15 <input type="checkbox"/> Overturning 16 <input type="checkbox"/> Other non-collision		CAUSATIVE FACTORS UNIT 1 2 01 <input type="checkbox"/> Failure to yield 02 <input type="checkbox"/> Ran stop signal 03 <input type="checkbox"/> Driving wrong way 04 <input type="checkbox"/> Improper passing 05 <input type="checkbox"/> Improper turning 06 <input type="checkbox"/> Recklessness 07 <input type="checkbox"/> OVI 08 <input type="checkbox"/> Driving too slow 09 <input type="checkbox"/> Traffic signal violation 10 <input type="checkbox"/> Left of center 11 <input type="checkbox"/> Stopped or parked illegally 12 <input type="checkbox"/> Excessive speed 13 <input type="checkbox"/> Following too close 14 <input type="checkbox"/> Other 15 <input type="checkbox"/> View obstruction 16 <input type="checkbox"/> None 17 <input type="checkbox"/> Vehicle defects 18 <input type="checkbox"/> Road defects (M)		PEDESTRIAN ACTION 01 <input type="checkbox"/> In crosswalk 02 <input type="checkbox"/> Crossing other than crosswalk 03 <input type="checkbox"/> Walking with traffic 04 <input type="checkbox"/> Walking against traffic 05 <input type="checkbox"/> Working or playing in roadway 06 <input type="checkbox"/> Entering or leaving vehicle 07 <input type="checkbox"/> On highway but not in roadway 08 <input type="checkbox"/> Off highway 09 <input type="checkbox"/> Other 10 <input type="checkbox"/> Working on car (N)		INTENDED DRIVER ACTION UNIT 1 2 01 <input type="checkbox"/> Going straight 02 <input type="checkbox"/> Changing lanes 03 <input type="checkbox"/> Passing 04 <input type="checkbox"/> Turning right 05 <input type="checkbox"/> Turning left 06 <input type="checkbox"/> Stopped to turn 07 <input type="checkbox"/> Parking 08 <input type="checkbox"/> Unparking 09 <input type="checkbox"/> Parked 10 <input type="checkbox"/> Backing 11 <input type="checkbox"/> Stopped in traffic 12 <input type="checkbox"/> U-Turn 13 <input type="checkbox"/> Merging onto freeway 14 <input type="checkbox"/> Exiting from freeway 15 <input type="checkbox"/> Other (O)		NO. LANES (F) ROAD WIDTH (K)		TYPE OF UNIT UNIT 1 2 01 <input type="checkbox"/> Passenger car 02 <input type="checkbox"/> Truck 03 <input type="checkbox"/> Bus 04 <input type="checkbox"/> Motorcycle 05 <input type="checkbox"/> Passenger car w/trailer 06 <input type="checkbox"/> House vehicle 07 <input type="checkbox"/> Tractor and semi-trailer 08 <input type="checkbox"/> School bus 09 <input type="checkbox"/> Motor scooter or motorcycle 10 <input type="checkbox"/> Bicycle 11 <input type="checkbox"/> Unlicensed farm vehicle 12 <input type="checkbox"/> Rail 13 <input type="checkbox"/> Animal 14 <input type="checkbox"/> Taxi 15 <input type="checkbox"/> Public safety vehicle 16 <input type="checkbox"/> Recreational vehicle 17 <input type="checkbox"/> Other 18 <input type="checkbox"/> Truck w/trailer (P)	
DEFECTS UNIT 1 2 1 <input type="checkbox"/> Brakes 2 <input type="checkbox"/> Lights 3 <input type="checkbox"/> Steering 4 <input type="checkbox"/> Tires 5 <input type="checkbox"/> Other 6 <input type="checkbox"/> None (J)		SPEED UNIT 1 2 STATED POSTED (P)		FIXED ROADSIDE OBJECT STRUCK UNIT 1 2 1 <input type="checkbox"/> Light or utility pole 2 <input type="checkbox"/> Bridge or culvert 3 <input type="checkbox"/> Sign, signal or support 4 <input type="checkbox"/> Guard rail 5 <input type="checkbox"/> Fence 6 <input type="checkbox"/> Tree 7 <input type="checkbox"/> Ditch or embankment 8 <input type="checkbox"/> Other 9 <input type="checkbox"/> None (T)		TRAFFIC CONTROL UNIT 1 2 1 <input type="checkbox"/> Traffic officer 2 <input type="checkbox"/> Stop sign 3 <input type="checkbox"/> Yield sign 4 <input type="checkbox"/> Railroad signal 5 <input type="checkbox"/> Traffic signal 6 <input type="checkbox"/> Other 7 <input type="checkbox"/> None (U)		MOTORCYCLE ENGINE SIZE UNIT 1 2 1 <input type="checkbox"/> Light (up to 100 cc) 2 <input type="checkbox"/> Medium (101 to 349 cc) 3 <input type="checkbox"/> Heavy (over 350 cc) (V)					
TYPE TRANSMISSION UNIT 1 2 1 <input type="checkbox"/> Automatic 2 <input type="checkbox"/> Manual (Q)		DRIVER EDUCATION UNIT 1 2 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No 3 <input type="checkbox"/> Not known (R)		OCCURRENCE UNIT 1 2 1 <input type="checkbox"/> On roadway 2 <input type="checkbox"/> Off roadway 3 <input type="checkbox"/> On other roadway (divided highway) (S)									

ACCIDENT DESCRIPTION TO INCLUDE POINT OF IMPACT:

(W)

DIAGRAM (Show all lanes, label all units)

(X)INDICATE
NORTH
BY ARROW

— OTHER INVESTIGATION NOTES —

(AA)

VEHICLE DAMAGE UNIT 1 2 1 <input type="checkbox"/> Slight 2 <input type="checkbox"/> Moderate 3 <input type="checkbox"/> Severe 4 <input type="checkbox"/> Demolished 5 <input type="checkbox"/> Est. \$ 6 <input type="checkbox"/> Est. \$ (BB)		SKIDMARK DATA UNIT 1 UNIT 2 R.F. L.F. R.R. L.R. % Gr. (CC)	
---	--	--	--

CLE000402

GENERAL POLICE ORDER

No. 19-74 HEADQUARTERS June 28, 1974

SUBJECT: AMENDMENT TO GPO 26-72 "NEW REVISED DUTY REPORT" -- USE OF NEW FORM C of C 71-2133 "OUT OF SERVICE VEHICLE AND EQUIPMENT REPORT"

TO THE MEMBERS OF THE DEPARTMENT

Effective July 1, 1974, when vehicles are out of service, equipment inspection shall be recorded on the new Form C of C 71-2133 - "Out of Service Vehicle and Equipment Report".

In addition to the other information presently required, this form provides for an entry for those cars which are in the shop and has provisions for recording Evidence Technician equipment.

Each space must contain an entry and a dash (-) shall be used when an item of equipment is inapplicable to the Unit.

All such inspections by each Officer in Charge shall be recorded on one Form C of C 71-2133, in duplicate. The form shall be signed by the inspecting officer and the approving Officer in Charge. The original shall be forwarded to Central with the Daily Duty Reports and the copy retained for Unit files.

Any equipment shortage or unreported damage to vehicle shall be the subject of an immediate investigation and reports. The fact of these investigations shall be noted in the "Damage" portion of the Form ZC-1 or, if the vehicle is out of service, under the "Remarks" portion of the Form 71-2133.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-74 HEADQUARTERS June 21, 74
19

SUBJECT: DIVISION OF POLICE REORGANIZATION
TO THE MEMBERS OF THE DEPARTMENT

The Division of Basic Patrol, Criminal Investigation and Traffic shall be designated the Bureau of Patrol, Bureau of Criminal Investigation and Bureau of Traffic and each shall include current subdivisions in the form of the Districts and Specialized Units as now constituted.

There shall be a Bureau of Staff Operations which shall include the Division of Services, Division of Communications and the Division of External Affairs.

The Division of Services and Communications each shall retain their present subdivisions. The Division of External Affairs shall include the Community Relations Unit, Labor Relations Unit and the Auxiliary Police Unit.

There is hereby established a Bureau of Inspection which shall be under the command of an Inspector of Police, accountable directly to the Chief of Police.

It shall be the function of the Bureau of Inspection and the responsibility of its commanding officer to conduct such inspections and investigations as are necessary to maintain proper police operations and personnel performance.

The Bureau of Inspection shall include a Field Inspection Unit, a Special Investigation Unit, a Complaint Unit and an Internal Security Unit.

(Continued on Page Two)

GENERAL POLICE ORDER

18-74 June 21, 74
No. HEADQUARTERS 19

DIVISION OF POLICE REORGANIZATION

SUBJECT :

(Page Two)

The Central Vice Enforcement Unit shall be abolished and vice enforcement in the various Districts shall be the exclusive responsibility of the District Commanders who shall be accountable to the Chief of Police through the Commander of the Bureau of Patrol.

All portions of the former organizational structure as outlined in the Organization Chart of April 23, 1973 and related General Police Orders which conflict with the foregoing organizational structure are hereby rescinded.

A new organizational chart shall be issued as part of this order.

This order contains the duties of the Bureau of Inspection and has been separately prepared for distribution to all administrative units.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 17-74 HEADQUARTERS June 11, 1974

SUBJECT: MISSING PERSONS UNIT -- REPORT PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

A Missing Persons Unit has been established in the Division of Criminal Investigation -- Police Line 320.

This Unit shall review copies of all original Missing Person RC-1 Reports and shall be responsible for the maintenance of a file of all active missing persons.

Members of the Division of Police shall make Missing Person and Missing Person Returned or Located reports to the Report Center in accordance with the procedures set forth in the separate and detailed procedural order issued under this subject.

Commanding Officers shall cause a copy of this to be distributed to each member in his Division or District.

GPOs 8-65, 10-65 and 28-73 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 16-74

HEADQUARTERS May 8, 1974

SUBJECT: CONFISCATION OF DANCE HALL INSPECTOR
BADGES

TO THE MEMBERS OF THE DEPARTMENT

Director of Public Safety, James T. Carney, advises that complaints have been received by his office of special policeman working parking lots and contrary to regulations are wearing Dance Hall Badges and the regular Police Uniform, making it impossible to identify them as private policeman.

Dance Hall badges are to be worn only when assigned specifically to a hall for a dance or wedding, etc.

Therefore, at the request of Director Carney, members encountering special policeman wearing Dance Hall Badges, while working parking lots, shall confiscate the badge and forward it to the Office of the Safety Director, together with a Form 1 report describing the circumstances causing the confiscation.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 15-74 HEADQUARTERS May 3, 19 74

SUBJECT: SUPPLEMENTARY OVERTIME REGULATIONS

TO THE MEMBERS OF THE DEPARTMENT

Overtime accumulation by all personnel shall be restricted to the absolute minimum and all Superior and Commanding Officers shall be responsible for close supervision and strict compliance with this limitation.

Overtime shall be limited to those instances and to the amount of time required to handle emergencies; to complete essential police assignments or investigations which extend beyond a normal duty tour and that cannot be completed by other members who are on a regular duty tour; for official court appearances as witnesses in criminal prosecutions or in civil cases as witnesses for the city or in support of said member's official on duty police actions; and to attend authorized meetings.

Superior Officers of the rank of Captain and above shall be subject to the same limitations. Additionally, officers of these ranks who normally work the regular business days of each week shall be limited to said regular work schedule. Any deviation shall be only upon written request and with the express permission of the Commanding Officers of the Divisions. Division Commanders shall grant these exceptions only when extraordinary supervisory or administrative duties are specifically enumerated and justified as essential.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 15-74 HEADQUARTERS May 3, 19 74

SUBJECT: SUPPLEMENTARY OVERTIME REGULATIONS

(Page Two)

This may never include routine duty functions such as the examination of reports or general discussions with subordinates on routine police matters. These reports shall be forwarded to the Chief's Office.

The Commanding Officers of each District and Division shall personally review the overtime accumulated by the individual members of his command. At the end of each month he shall submit a report, stating that he has done so, and that said overtime was necessary for the efficient operation of his District or Division.

Exceptional cases in which the overtime appears excessive shall be listed in the report together with an explanation and the remedial action taken thereon.

GPO's 6-72 and 18-72 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-74 HEADQUARTERS April 19, 1974

SUBJECT: SUPPLEMENT TO G. P. O. 7-73 - "ZONE
BOUNDARIES AND ZONE PATROL DISTRIBUTION"

TO THE MEMBERS OF THE DEPARTMENT

General Police Order 7-73 which designates zone boundaries and zone patrol distribution requires that on the 1st and 2nd platoon the odd number cars shall report for the first Roll Call and even number cars for the second Roll Call.

Effective May 1, 1974, and for the rest of this year 1974, this procedure shall be reversed with the even number cars reporting for the first Roll Call and the odd number cars for the second Roll Call.

Hereafter, and commencing January 1, 1975, this schedule shall be rotated every six months.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 13-74 HEADQUARTERS April 12, 1974

SUBJECT: SUPPLEMENT TO GPO 12-70 - "FIREARM
SEIZURE REPORTING PROCEDURE" -- RECORD
CHECK & FIREARM COMPUTER CHECKS.

(Page Two)

When the NCIC check reveals that the weapon was stolen or lost and reported by another city or state, this fact shall be properly noted on the Firearm Seizure report. It shall be further investigated by Detective Division personnel assigned to the case, or by the Lab member processing such weapon.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 13-74 HEADQUARTERS April 12, 1974

SUBJECT: SUPPLEMENT TO GPO 12-70 - "FIREARM
SEIZURE REPORTING PROCEDURE" -- RECORD
CHECK & FIREARM COMPUTER CHECKS

TO THE MEMBERS OF THE DEPARTMENT

A revised Firearm Seizure Report, C of C Form 71-43 Rev., has been prepared for use by all Districts, Divisions and Units of Line Operation.

The officer recovering the weapon shall be responsible for making record checks on the owner of firearms, the person from whom such firearms were taken, and upon the weapon itself. Two (2) record checks shall be made on persons, and two (2) record checks on the weapon, i.e.: Record Room, Detective Division Identification Records Unit and Computer (NCIC).

All property with serial numbers which come into the custody of the Department should be routinely checked through NCIC by the officer making the recovery.

If the firearm check reveals the weapon to have been stolen in Cleveland, an RC-1 Recovery Report shall be made, using the complaint number of the report in which such firearm was reported stolen or lost. A line is included on the new form to note that such report was made. The Recovery Report will generate a cancellation of the weapon from NCIC at the Message Center.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 12-74 HEADQUARTERS April 5, 1974

SUBJECT: JUVENILE COMPLAINT CLEAN-UP REPORTS --
AMENDMENT TO GPO 35-72 -- "JUVENILE
ARREST, DETENTION, COMPLAINT FILLING
AND REPORTING PROCEDURES -- JUVENILE
COURT LIAISON OFFICER"

TO THE MEMBERS OF THE DEPARTMENT

The Juvenile Arrest, Court and Reporting procedures are hereby amended to place the responsibility for completion of "Clean-up" Reports upon the Juvenile Unit.

The new procedures for doing so shall be contained in the revision of the first two paragraphs of Item #7 of General Police Order 35-72 which have been printed for distribution to individual members of the Department.

Commanding Officers shall cause each member to receive a copy.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 12-74

April 5, 1974

JUVENILE COMPLAINT CLEAN-UP REPORTS -- AMENDMENT TO
GPO 35-72 -- "JUVENILE ARREST, DETENTION, COMPLAINT
FILING AND REPORTING PROCEDURES--JUVENILE COURT
LIAISON OFFICER"

The first two paragraphs of Item #7 of GPO 35-72 shall be amended to read as follows:

7. Upon receipt of the properly completed reports, the Liaison Officer will proceed with the filing. Upon completion of the Juvenile Court complaint filing process, the Liaison Officer shall forward the proper report form to the Juvenile Unit containing the date of the filing and date of the court hearing with the notation "Filed on for H.B. & L." or "Filed on for A & B", etc. It shall then be the responsibility of the Juvenile Unit to make the proper Clean-up Report, using the original Complaint Number, and to forward it to the Report Center.

This change shall not alter the clean-up reporting responsibilities of any other Units within the Detective Division.

GENERAL POLICE ORDER

No. 11-74 HEADQUARTERS April 4, 1974

SUBJECT: SUPPLEMENT TO GPO 6-74 - "ACCIDENT
INVESTIGATION REPORTING PROCEDURES" --
(CITY PROPERTY)

TO THE MEMBERS OF THE DEPARTMENT

General Police Order 6-74, "Accident Investigation Reporting Procedures" requires an on scene investigation of all accidents involving city property.

Upon receiving Moving Violation accident complaints, Communication Control Center personnel shall determine if city property is involved. If so, they shall dispatch an accident or uniform patrol car which shall complete an investigation and report.

The notation "City" shall be added on the OH-4 Report Form in the space provided for designating the type of accident involved (Item #9 in the numbered instructional form).

A fixed object (hydrant, pole, fence, etc.) shall be identified and entered in the Unit #2 space (Item #57) on the line titled "Driver".

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 10-74 HEADQUARTERS March 29, 1974

SUBJECT: INTOXICATION ARREST, BOOKING PROCEDURE--
ORDINARY INTOXICATION/TRAFFIC INTOXICATION

(Page Two)

Ordinary Intoxication arrests shall be handled in the same manner, and shall be booked under O.R.C. 2917.11B, "Disorderly Conduct", Adding the notation "(Intoxication)".

Ohio Revised Code sections shall be used until the new Municipal General Offense Code is adopted by the City of Cleveland. At that time members of the Department shall be instructed in the use of the new Municipal Code and the change in booking procedure.

Departmental Notice 65-143 is hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 10-74 HEADQUARTERS March 29, 1974

SUBJECT: INTOXICATION ARREST, BOOKING PROCEDURE--
ORDINARY INTOXICATION/TRAFFIC INTOXICATION

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately, personnel shall discontinue booking suspected drivers and/or passengers found under the influence of alcohol for Traffic Intoxication, M.C. 13.1516. M.C. 13.1516 has been ruled in conflict with the new Ohio State Revised Code, and therefore not applicable. Hereafter, the following procedure shall apply:

Unless booked directly under T.O. 9.1302, "Driving While Intoxicated", suspected drivers, and intoxicated passengers shall be booked under Ohio Revised Code Section 2917.11B-2, "Disorderly Conduct", adding the notation, "Traffic Intoxication" in parenthesis following the charge. This notation will direct the case to Traffic Court Room #1. Preceding the initial court appearance, a subject booked under O.R.C. 2917.11B-2, "Disorderly Conduct" (Traffic Intoxication), may still be charged with T.O. 9.1302. "D.W.I.", when a complainant signs the affidavit, or additional evidence is obtained to provide the arresting officers with probable cause to believe the subject was in fact the driver.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 9-74 HEADQUARTERS March 29, 1974

SUBJECT: SUPPLEMENT TO GPO 6-74, ACCIDENT
INVESTIGATION REPORT PROCEDURES.
(AIR CUSHION INFORMATION)

TO THE MEMBERS OF THE DEPARTMENT

Members completing Traffic Crash Reports (OH-4) in which a vehicle was equipped with an air cushion shall include the following information inserted under the heading "Accident Description".

- 1) Which Vehicle was so equipped?
- 2) Did the air cushion deploy?
- 3) VIN number of equipped auto.

Seperior Officers approving these reports shall cause full compliance.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-74 HEADQUARTERS February 27, 1974

SUBJECT: POLICE UNIFORM REGULATIONS

TO THE MEMBERS OF THE DEPARTMENT

By order of the Director of Public Safety, members shall wear articles of Cleveland Police Department uniform clothing only while officially on duty or assignments, while travelling directly to and from duty tours and assignments and while properly engaged in part time employment in uniform.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 7-74 HEADQUARTERS February 8, 1974

SUBJECT: USE OF FORM DL-15 (REQUEST FOR DRIVER
LICENSE EXAMINATION)

TO THE MEMBERS OF THE DEPARTMENT

Members encountering drivers believed to be incapable of operating a motor vehicle safely, due to a physical or mental condition, shall report the information on a Ohio Bureau of Motor Vehicles Form DL-15, "Request for Driver License Examination or Recertification".

The DL-15 form shall not be used to report traffic law convictions. It is designed only to report physical or mental conditions of drivers when such conditions are likely to make such driver a poor risk insofar as driving an automobile is concerned; or where the driver of an automobile was involved in a traffic violation where his conduct or action had no other reasonable explanation..

The form shall be made out in duplicate, signed by the member and the approving Superior Officer (per sample form) and forwarded to the Officer-in-Charge of the Accident Investigation Unit.

The DL-15 shall be reviewed at the A.I.U. and, if found correct, delivered to the Commissioner of Traffic for his approval.

The copy shall be retained in the A.I.U. files, and the original forwarded to the Bureau of Motor Vehicles, Columbus, Ohio.

GENERAL POLICE ORDER

No. 7-74 HEADQUARTERS February 8, 1974

SUBJECT: USE OF FORM DL-15 (REQUEST FOR DRIVER
LICENSE EXAMINATION)

(Page Two)

Supplies of the DL-15 form are available at the A. I. U.

A detailed instruction sheet has been prepared for individual distribution and it shall be considered an integral part of this order.

Memorandum 23-56 is hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 7-74

February 8, 1974

PROCEDURE FOR USE OF FORM DL-15 (REQUEST FOR DRIVER LICENSE
EXAMINATION)

Whenever a member believes that a licensed driver is incapable of operating a motor vehicle safely for reasons of poor physical condition, poor eyesight, epilepsy, poor driving ability, being habitual drunkards or narcotics addiction, he shall complete a State of Ohio, Bureau of Motor Vehicles Form DL-15.

Under Section 4507.20 of the Revised Code, the Registrar of the Bureau of Motor Vehicles has the authority to order a complete driver's license examination of drivers concerning whom evidence of any of the foregoing deficiencies indicates his inability to operate a motor vehicle safely. The re-examination to determine driver fitness and future license status falls within the purview of the Bureau of Motor Vehicles.

The "Reason for Request" section shall be completed by checking the appropriate entry as follows:

Physical.....To indicate physical disability or defect.
 Vision.....For eyesight deficiency.
 Driving.....When there is evidence of poor driving ability based upon and verified by police investigation or observation.
 Epilepsy.....When there is evidence to support the allegation, such as a history of the disease or witness statements describing the symptoms of a seizure, combined with erratic driving behavior, or the officer's personal observation of same. A physician's statement should be attached to the report.
 Black Out or
 Dizzy Spell...Same basis as epilepsy.
 Habitual
 Drunkard.....Submit list of convictions relative to intoxication arrests. Also any commitments to hospitals or institutions due to the usage of intoxicants.
 Narcotic.....Submit list of convictions for narcotics and commitments to institutions because of addiction.
 Other.....Indicate here any reason for which a report of incompetence is being submitted which is not specifically provided for on the report.
 Report of
 Incident.....The basis for any one of the foregoing, "Reason for Request", shall be described in this section. Give date, time, place and details of the occurrence, police action taken at the time and the descriptive information required to support the specific reason for the request for re-examination.

The report must be legible and either typed or filled out with ball point pen. The Accident Investigation Unit shall forward the original to the Bureau of Motor Vehicles, License Division, Columbus, Ohio and retain the copy in their Unit files.

FORM # DL 15

STATE OF OHIO
DEPARTMENT OF HIGHWAY SAFETY

BUREAU OF MOTOR VEHICLES

COLUMBUS, OHIO 43216

REQUEST FOR
DRIVER LICENSE EXAMINATION
OR RECERTIFICATION

Name Donald Edmund Wasel
 First Middle Last
 Address 1706 East 117th St. Cleveland Ohio 44127
 Number & Street City State

DOB: 6/16/19 SOC. SEC. # 258-17-7683OPR. LIC. # TR397062 RESTRIC. LIC. # _____

CHAUF. LIC. # _____ TEMP. PERMIT # _____

MAKE OF CAR Pont. LIC. PLATE AY768 STATE Ohio

REASON FOR REQUEST:

PHYSICAL ☒ VISION _____ DRIVING _____ EPILEPSY _____ DIZZY SPELL _____

HABITUAL DRUNKARD _____ NARCOTIC _____ OTHER _____

REPORT OF INCIDENT: The above male operated his
vehicle south east through a parking
lot at 6565 Broadway and stated that
he blacked out. He struck nine cars
and a pedestrian.

Edmund Wasel
Edmund Wasel

(MUST BE REVIEWED AND SIGNED BY HEAD OF AGENCY REPORTING)

APPROVED BY *Edward E. Robertson*TITLE Commissioner of TrafficDEPARTMENT Cleveland Police Dept.

BMV 09-152

CITY Cleveland, OhioDATE SUBMITTED 10-24-73, remake 11-19-73

MAIL TO: BUREAU OF MOTOR VEHICLES-DEPT. 9 COLUMBUS 43216, OHIO

GENERAL POLICE ORDER

No. 6-74 HEADQUARTERS February 4, 1974

SUBJECT: ACCIDENT INVESTIGATION REPORTING
PROCEDURES -- USE OF FORMS OH-4 & OH-5

TO THE MEMBERS OF THE DEPARTMENT

Effective Tuesday, February 5, 1974, members shall discontinue using the "Motor Vehicle Accident Report", Form 1B. Henceforth, all traffic accident reports shall be recorded on the new State of Ohio, "TRAFFIC CRASH REPORT", Form OH-4.

The complete context of this order, containing the necessary detailed instructions setting forth report making responsibilities and Radio dispatching procedures on accident complaints, has been separately printed for distribution to individual members.

Commanding Officers shall cause each member to receive a copy of this order together with the Traffic Crash Report Manual provided by the State.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

Chet

GPO 6-74

February 4, 1974

ACCIDENT INVESTIGATION REPORTING PROCEDURES--USE OF FORMS OH-4 & OH-5

Effective Tuesday, February 5, 1974, members shall discontinue using the "Motor Vehicle Accident Report", Form 1B. Henceforth, all traffic accident reports shall be recorded on the new State of Ohio, "TRAFFIC CRASH REPORT", Form OH-4.

Supplies of the OH-4 Form and additional copies of the State of Ohio, Department of Highway Safety Manual, titled, "TRAFFIC CRASH REPORT PROCEDURES", are available at the Supply Unit.

Supplies of the instructional manual have been distributed to all Units. Commanding Officers shall cause each member of their command to be issued one of these manuals.

Procedural guidelines enumerated in the TRAFFIC CRASH REPORT manual for the completion of TRAFFIC CRASH REPORT Form OH-1 shall be followed when completing the OH-4. The content of the Form OH-1 and the Form OH-4 are identical. The Form OH-4 shall be filled out in triplicate. (completed Sample Copy attached)

The original shall be kept for departmental files. The first carbon copy shall be delivered daily to the Mail Center for mailing to The Ohio Department of Highway Safety, 240 Parsons Avenue, Columbus, Ohio 43205. The second carbon copy shall be forwarded to the Statistics Unit.

Distribution of copies shall be made by the Accident Investigation Unit.

The new form is self explanatory. However, particular attention shall be given to the following specific points as illustrated on Page 7 of the manual:

- (1) The form requires the insertion of five (5) different time elements.
 - a) Time of crash (Point #6 on the illustration)
 - b) Time police received the call (Point #71)
 - c) Time dispatched (Point #71)
 - d) Time arrived on the scene (Point #71)
 - e) Time cleared scene (Point #71)

Each of these times shall be designated in MILITARY TIME, i.e., 00:01 through 24:00 (see Page 9 of procedure manual).

At the time the Radio dispatcher broadcasts the assignment to a car, he shall also broadcast the time Radio received the call of the accident.

- (2) Point (#5), (Reporting Agency) - Insert "Cleveland Police Department OHCLP-00"
- (3) Point (#9), (Crash Type) - Check all applicable boxes, more than one may be used.
- (4) Points (#14 through #16) - Our present accident location reporting procedure shall continue to apply, i.e., "On Euclid at East 9th St.", "On Superior at Addison" or "On Lorain at 6705".

- (5) Point (#57) - If more than two units are involved in the crash, use additional OH-4 Forms and renumber the units as #3 or #4, etc.
- (6) Point (#75) - Approving Superior Officer's signature or initials.
- (7) Point (AA) - "Other Investigation Notes" on the backside of the OH-4 shall be used to insert the name, charge (ordinance number) and court date of the person cited or arrested.

Further use of this section, and Sections (BB) and (CC), is not required as such information is normally included in Form #10 Supplementary Reports.

The C of C 71-10, Supplementary Report, shall also be used in lieu of the OH-2, "TRAFFIC CRASH REPORT ADDENDUM". OH-4 and OH-5 State Crash Forms are the only new forms being adopted by the Department. Witness Statement Forms and Supplementary Form #10s shall continue to be used as in the past.

The OH-5, "SUPPLEMENT" Form (pink color), shall be submitted to the State whenever it is determined that material corrections or supplemental data to the OH-4 is available.
EXAMPLE: Victim initially reported as "injured" later expires.

Report making responsibilities and Radio dispatching procedures on accident complaints shall be as follows:

The Communications Control Center shall dispatch an accident or uniform patrol car and the officers assigned shall investigate the following types of accidents:

- (1) Accidents involving personal injury or death.
- (2) Accidents involving disabled vehicles.
- (3) Accidents involving a Hit-Skip driver.
- (4) Accidents involving City property.
- (5) Accidents involving a reported intoxicated driver.

Cars shall not be dispatched to routine damage accidents. The drivers shall be courteously advised to report to the nearest District Station, where District office personnel shall fill out the accident report form.

Division Commanding Officers shall cause full compliance with these instructions.

STATE OF OHIO
TRAFFIC CRASH REPORT

OH-4 (Rev. 5/73)

LOCAL REPORT NO. (leave blank)		<input type="checkbox"/> OH-2 <input type="checkbox"/> OH-3 <input type="checkbox"/> OH-5		— BMV ONLY —		— DEPT. OF HIGHWAY SAFETY ONLY —		<input type="checkbox"/> FATAL <input checked="" type="checkbox"/> INJURY <input checked="" type="checkbox"/> PROP. DAMAGE <input type="checkbox"/> P.D. UNDER \$100 <input type="checkbox"/> ON PRIV. PROP. <input type="checkbox"/> HITSKIP		FILE NO. (Leave Blank)
REPORTING AGENCY Cleveland Police Dept.		OH OHCLP-00		TIME OF CRASH 14:45		DAY Tues.		DATE OF CRASH 1 29 74		
CRASH OCCURRED IN (CITY, VILLAGE, TOWNSHIP) Cleveland, Ohio				IN COUNTY OF Cuyahoga						
ON ROUTE, CO. OR TWP. ROAD, STREET ADDRESS Lakeside Ave.				CT <input type="checkbox"/> CS <input type="checkbox"/> IS <input type="checkbox"/> US <input type="checkbox"/> SR <input type="checkbox"/> CR <input type="checkbox"/> TR <input type="checkbox"/> PR <input type="checkbox"/> TP <input type="checkbox"/>		AT JUNCTION OR INTERSECTION WITH East 18 St.		— STATE USE — ALCOHOL <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N.S. TYPE Crash		
MILEPOST, JUNCTION, INTERSECTION, BRIDGE, ETC. <input type="checkbox"/> MILES N E OF <input type="checkbox"/> FEET W S OF				PHOTO REFERENCE J. Smith						

TOTAL UNITS INVOLVED 2	UNIT NO. 1	DRIVER — LAST FIRST MIDDLE		SEX	DATE OF BIRTH		AGE	SOCIAL SECURITY NUMBER	
		Jones Robert E.		M	2 10 44		29	280 14 7010	
		ADDRESS — NUMBER STREET CITY STATE		PHONE, IF AVAILABLE		OCCUPATION		CIRCLE DAMAGED AREAS	
		4228 West 56 St. Cleve., Ohio		661-4016		Cab Dr.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
OPERATOR LICENSE NO.		STATE	TYPE OF LICENSE		<input type="checkbox"/> Spcl. End. Temporary Med. Restd. <input type="checkbox"/> Probationary Motorcycle Other		TERMS OF RESTRICTION		
L-414680		Oh	<input checked="" type="checkbox"/> Operator Chauffeur				<input type="checkbox"/> 3 yr. <input type="checkbox"/> 6 mon. <input type="checkbox"/> 1 yr. <input type="checkbox"/> 4 yr.		
OWNER — LAST FIRST MIDDLE		ADDRESS — NUMBER STREET CITY STATE		PHONE					
(Same)		(Same)		(Same)					
VEHICLE YEAR		MAKE	MODEL NAME	COLOR	BODY STYLE	VEHICLE DIR.	ODOMETER READING	LIC. NO.	STATE YEAR
19 71		Olds	F 85	Blu	2 dr.	N S E (W)	42,000	YC-303	Ohio '73
NAME OF INSURANCE COMPANY/AGENT		INSURANCE OWNER <input type="checkbox"/> UNKNOWN <input type="checkbox"/> DRIVER <input checked="" type="checkbox"/> NONE <input type="checkbox"/>		VEHICLE DRIVEN <input type="checkbox"/> HAULED <input checked="" type="checkbox"/>		NAME OF WRECKER		INJURED TAKEN TO	
Hartford						G.&M.		Charity	
DAMAGE NONE <input type="checkbox"/> PROPERTY <input type="checkbox"/> VEHICLE <input checked="" type="checkbox"/>		<input type="checkbox"/> OVER \$100 <input checked="" type="checkbox"/> OVER \$100		ALCOHOL TEST GIVEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		RESULTS, IF KNOWN		ORD. OR CODE NUMBER	
				TYPE		none		none	
						<input type="checkbox"/> CITY ORD. <input type="checkbox"/> STATE CODE		none	
								ORD. DESCRIPTION	
								none	

UNIT NO. 2	DRIVER — LAST FIRST MIDDLE		SEX	DATE OF BIRTH		AGE	SOCIAL SECURITY NUMBER		
	Brown Julius A.		M	12 25 23		50	278 19 7442		
	ADDRESS — NUMBER STREET CITY STATE		PHONE, IF AVAILABLE		OCCUPATION		CIRCLE DAMAGED AREAS		
	1289 East 33 St., Cleve. Ohio		861-3002		Plumber		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
OPERATOR LICENSE NO.		STATE	TYPE OF LICENSE		<input type="checkbox"/> Spcl. End. Temporary Med. Restd. <input type="checkbox"/> Probationary Motorcycle Other		TERMS OF RESTRICTION		
H-41228		Oh	<input checked="" type="checkbox"/> Operator Chauffeur				<input type="checkbox"/> 3 yr. <input type="checkbox"/> 6 mon. <input type="checkbox"/> 1 yr. <input type="checkbox"/> 4 yr.		
OWNER — LAST FIRST MIDDLE		ADDRESS — NUMBER STREET CITY STATE		PHONE					
(Same)		(Same)		(Same)					
VEHICLE YEAR		MAKE	MODEL NAME	COLOR	BODY STYLE	VEHICLE DIR.	ODOMETER READING	LIC. NO.	STATE YEAR
19 63		Ford	F 100	Blk.	Truck	N S E (W)	86,000	A-14-Y3	Ohio '73
NAME OF INSURANCE COMPANY/AGENT		INSURANCE OWNER <input checked="" type="checkbox"/> UNKNOWN <input type="checkbox"/> DRIVER <input type="checkbox"/> NONE <input type="checkbox"/>		VEHICLE DRIVEN <input type="checkbox"/> HAULED <input checked="" type="checkbox"/>		NAME OF WRECKER		INJURED TAKEN TO	
Allstate						G.&M.		Charity	
DAMAGE NONE <input type="checkbox"/> PROPERTY <input type="checkbox"/> VEHICLE <input checked="" type="checkbox"/>		<input type="checkbox"/> OVER \$100 <input checked="" type="checkbox"/> OVER \$100		ALCOHOL TEST GIVEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		RESULTS, IF KNOWN		ORD. OR CODE NUMBER	
				TYPE		Urine		9.1302	
						<input checked="" type="checkbox"/> CITY ORD. <input type="checkbox"/> STATE CODE		ORD. DESCRIPTION	
								DWI	

OCC. 1 UNIT	NAME — LAST FIRST MIDDLE		AGE	DATE OF BIRTH		SEX
	Smith John B.		28	6 10 55		M
WIT. <input type="checkbox"/>	ADDRESS — NUMBER STREET CITY STATE		PHONE		SEX	
	1289 Memphis Ave., Cleve., Oh.		351-6523			
OCC. 2 UNIT	NAME — LAST FIRST MIDDLE		AGE	DATE OF BIRTH		SEX
WIT. <input type="checkbox"/>	ADDRESS — NUMBER STREET CITY STATE		PHONE		SEX	
OCC. 3 UNIT	NAME — LAST FIRST MIDDLE		AGE	DATE OF BIRTH		SEX
WIT. <input type="checkbox"/>	ADDRESS — NUMBER STREET CITY STATE		PHONE		SEX	
OCC. 4 UNIT	NAME — LAST FIRST MIDDLE		AGE	DATE OF BIRTH		SEX
WIT. <input type="checkbox"/>	ADDRESS — NUMBER STREET CITY STATE		PHONE		SEX	

TIME POLICE:	RECEIVED CALL 14:50	DISPATCHED 14:53	ARRIVED SCENE 15:00	CLEARED SCENE 16:20	OTHER INVESTIGATION	TOTAL TIME
OCC. 1	INJURED TAKEN TO BY WHOM Charity Car 314		OCC. 3	INJURED TAKEN TO BY WHOM		
OCC. 2			OCC. 4			

INJURY SEVERITY		DR. DR./PED	1	2	3	4
Fatal		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incapacitating injury		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visible signs of injury		3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claimed injury		4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No claimed injury		5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESTRAINTS IN USE		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat belt		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harness and seat belt		3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder harness		4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None in use		5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None installed		6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POSITION		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front left		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front center		3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front right		4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back left		5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back center		6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back right		7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONDITION (PED/DR)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apparently normal		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick		3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apparently asleep		4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical defect		5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apparently drinking		6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intoxicated		7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apparent drug usage		8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EJECTION		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partial		3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not ejected		4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trapped		4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLE000427

SAMPLE COPY

STATE OF OHIO

TRAFFIC CRASH REPORT

SAMPLE

SAMPLE

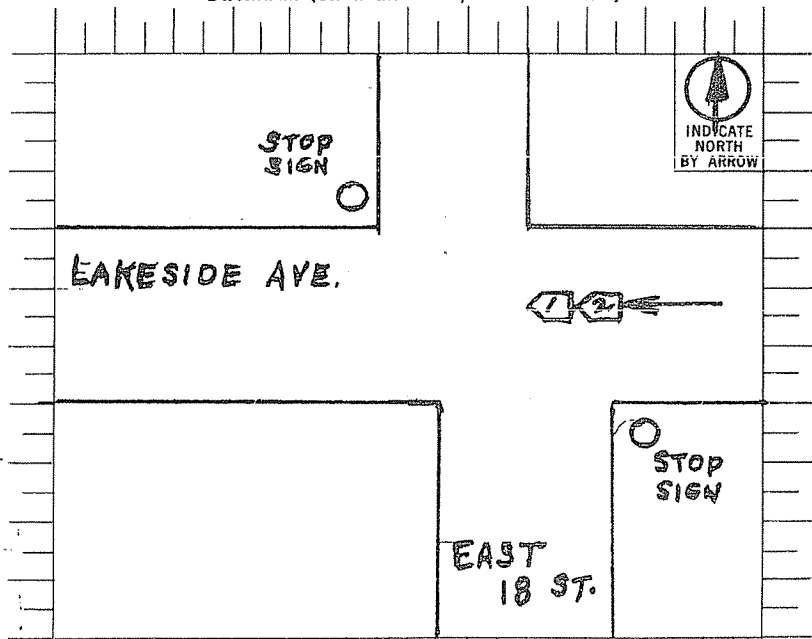
REPORT NO. (LOCAL) (leave blank)		CONTOUR		LIGHT CONDITIONS		WEATHER		ROAD CONDITIONS		ROAD SURFACE	
LOCATION 1 <input checked="" type="checkbox"/> Street or highway intersection 2 <input type="checkbox"/> Alley or driveway 3 <input type="checkbox"/> Railroad crossing 4 <input type="checkbox"/> Bridge (over 20' span) 5 <input type="checkbox"/> Subway (underpass) 6 <input type="checkbox"/> Bridge or culvert (spans 20' and under) 7 <input type="checkbox"/> Interchange 8 <input type="checkbox"/> Non-intersection		1 <input checked="" type="checkbox"/> Straight, level 2 <input type="checkbox"/> Straight, grade 3 <input type="checkbox"/> Straight, hillcrest 4 <input type="checkbox"/> Curve, level 5 <input type="checkbox"/> Curve, grade 6 <input type="checkbox"/> Curve, hillcrest		1 <input checked="" type="checkbox"/> Daylight 2 <input type="checkbox"/> Dawn or dusk 3 <input type="checkbox"/> Dark—no lights 4 <input type="checkbox"/> Dark but lighted 5 <input type="checkbox"/> Other		1 <input checked="" type="checkbox"/> No adverse weather condition 2 <input type="checkbox"/> Rain 3 <input type="checkbox"/> Snow 4 <input type="checkbox"/> Fog 5 <input type="checkbox"/> Other		1 <input checked="" type="checkbox"/> Dry 2 <input type="checkbox"/> Wet 3 <input type="checkbox"/> Snow or ice 4 <input type="checkbox"/> Mud or sand 5 <input type="checkbox"/> Other		1 <input checked="" type="checkbox"/> Asphalt 2 <input type="checkbox"/> Concrete 3 <input type="checkbox"/> Gravel 4 <input type="checkbox"/> Other	
		NO. LANES 4		ROAD WIDTH 36'							
DEFECTS UNIT 1 2 1 <input type="checkbox"/> Brakes 2 <input type="checkbox"/> Lights 3 <input type="checkbox"/> Steering 4 <input type="checkbox"/> Tires 5 <input type="checkbox"/> Other 6 <input checked="" type="checkbox"/> None		TYPE OF CRASH (Two Moving Motor Vehicles) 01 <input type="checkbox"/> Head-on 02 <input type="checkbox"/> Rear-end 03 <input type="checkbox"/> Sideswipe 04 <input type="checkbox"/> Angle 05 <input type="checkbox"/> Turning (One Moving MV and —) 06 <input type="checkbox"/> Parked motor vehicle 07 <input type="checkbox"/> Pedestrian 08 <input type="checkbox"/> Animal 09 <input type="checkbox"/> Train 10 <input type="checkbox"/> Pedalcycles 11 <input type="checkbox"/> Other non-motor vehicle 12 <input type="checkbox"/> Fixed object 13 <input type="checkbox"/> Other object 14 <input type="checkbox"/> Motorcycle (One MV Only) 15 <input type="checkbox"/> Overtaking 16 <input type="checkbox"/> Other non-collision		CAUSATIVE FACTORS UNIT 1 2 01 <input type="checkbox"/> Failure to yield 02 <input type="checkbox"/> Ran stop signal 03 <input type="checkbox"/> Driving wrong way 04 <input type="checkbox"/> Improper passing 05 <input type="checkbox"/> Improper turning 06 <input type="checkbox"/> Recklessness 07 <input type="checkbox"/> OVI 08 <input type="checkbox"/> Driving too slow 09 <input type="checkbox"/> Traffic signal violation 10 <input type="checkbox"/> Left of center 11 <input type="checkbox"/> Stopped or parked illegally 12 <input type="checkbox"/> Excessive speed 13 <input type="checkbox"/> Following too close 14 <input type="checkbox"/> Other 15 <input type="checkbox"/> View obstruction 16 <input checked="" type="checkbox"/> None 17 <input type="checkbox"/> Vehicle defects 18 <input type="checkbox"/> Road defects		PEDESTRIAN ACTION 01 <input type="checkbox"/> In crosswalk 02 <input type="checkbox"/> Crossing other than crosswalk 03 <input type="checkbox"/> Walking with traffic 04 <input type="checkbox"/> Walking against traffic 05 <input type="checkbox"/> Working or playing in roadway 06 <input type="checkbox"/> Entering or leaving vehicle 07 <input type="checkbox"/> On highway but not in roadway 08 <input type="checkbox"/> Off highway 09 <input type="checkbox"/> Other 10 <input type="checkbox"/> Working on car		INTENDED DRIVER ACTION UNIT 1 2 01 <input checked="" type="checkbox"/> Going straight 02 <input type="checkbox"/> Changing lanes 03 <input type="checkbox"/> Passing 04 <input type="checkbox"/> Turning right 05 <input type="checkbox"/> Turning left 06 <input checked="" type="checkbox"/> Stopped to turn 07 <input type="checkbox"/> Parking 08 <input type="checkbox"/> Unparking 09 <input type="checkbox"/> Backing 10 <input type="checkbox"/> Stopped in traffic 11 <input type="checkbox"/> U-Turn 12 <input type="checkbox"/> Merging onto freeway 13 <input type="checkbox"/> Exiting from freeway 14 <input type="checkbox"/> Other		TYPE OF UNIT UNIT 1 2 01 <input checked="" type="checkbox"/> Passenger car 02 <input type="checkbox"/> Truck 03 <input type="checkbox"/> Bus 04 <input type="checkbox"/> Motorcycle 05 <input type="checkbox"/> Passenger car w/trailer 06 <input type="checkbox"/> House vehicle 07 <input type="checkbox"/> Tractor and semi-trailer 08 <input type="checkbox"/> School bus 09 <input type="checkbox"/> Motor scooter or motor bicycle 10 <input type="checkbox"/> Bicycle 11 <input type="checkbox"/> Unlicensed farm vehicle 12 <input type="checkbox"/> Rail 13 <input type="checkbox"/> Animal 14 <input type="checkbox"/> Taxi 15 <input type="checkbox"/> Public safety vehicle 16 <input type="checkbox"/> Recreational vehicle 17 <input type="checkbox"/> Other 18 <input type="checkbox"/> Truck w/trailer	
SPEED UNIT 1 2 1 <input type="checkbox"/> 0 <input type="checkbox"/> 25 2 <input type="checkbox"/> 20 <input type="checkbox"/> 25		TYPE TRANSMISSION UNIT 1 2 1 <input checked="" type="checkbox"/> Automatic 2 <input checked="" type="checkbox"/> Manual		DRIVER EDUCATION UNIT 1 2 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> Not known		FIXED ROADSIDE OBJECT STRUCK UNIT 1 2 1 <input type="checkbox"/> Light or utility pole 2 <input type="checkbox"/> Bridge or culvert 3 <input type="checkbox"/> Sign, signal or support 4 <input type="checkbox"/> Guard rail 5 <input type="checkbox"/> Fence 6 <input type="checkbox"/> Tree 7 <input type="checkbox"/> Ditch or embankment 8 <input type="checkbox"/> Other 9 <input checked="" type="checkbox"/> None		TRAFFIC CONTROL UNIT 1 2 1 <input type="checkbox"/> Traffic officer 2 <input checked="" type="checkbox"/> Stop sign 3 <input type="checkbox"/> Yield sign 4 <input type="checkbox"/> Railroad signal 5 <input type="checkbox"/> Traffic signal 6 <input type="checkbox"/> Other 7 <input type="checkbox"/> None		MOTORCYCLE ENGINE SIZE UNIT 1 2 1 <input type="checkbox"/> Light (up to 100 cc) 2 <input type="checkbox"/> Medium (101 to 349 cc) 3 <input type="checkbox"/> Heavy (over 350 cc)	

ACCIDENT DESCRIPTION TO INCLUDE POINT OF IMPACT:

No.1 Vehicle operated West on Lakeside Avenue, stopped to make left turn at East 18 St. was struck from rear by No.2 Vehicle also operated West on Lakeside Avenue.

Point of impact : Centerlane, westbound of Lakeside Avenue at intersection of East 18 St.

DIAGRAM (Show all lanes, label all units)



— OTHER INVESTIGATION NOTES —

(Name) Julius Brown
(Charge) T.O.9.1302
(Court Date) 1-30-74

VEHICLE DAMAGE		SKIDMARK DATA	
UNIT 1	UNIT 2	UNIT 1	UNIT 2
<input type="checkbox"/> Slight	<input type="checkbox"/> Slight	R.F.	
<input type="checkbox"/> Moderate	<input type="checkbox"/> Moderate	L.F.	
<input type="checkbox"/> Severe	<input type="checkbox"/> Severe	R.R.	
<input type="checkbox"/> Demolished	<input type="checkbox"/> Demolished	L.R.	
<input type="checkbox"/> Est. \$	<input type="checkbox"/> Est. \$	% Gr.	

CLE000428

GENERAL POLICE ORDER

No. 5-74 HEADQUARTERS January 29, 1974

SUBJECT: BOOKING FORMS TO INCLUDE DATE AND
TIME OF ARREST

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately, whenever a member makes an arrest, the date and time of the initial arrest shall be included on all booking forms (C of C 71-125, 71-126 and 71-127) on Line (8) "Arrested At:".

EXAMPLE:

ARRESTED AT: (LOCATION) (DATE) (TIME)

This will provide the date and time of the actual arrest to the Courts for their use in applying the provision of 2945.71, "Time Within Which Hearing Or Trial Must Be Held".

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-74 HEADQUARTERS January 29, 19 74

SUBJECT: MISDEMEANOR ARREST PROCEDURES --
REVISION OF GPO 17-68

TO THE MEMBERS OF THE DEPARTMENT

New O.R.C. 2935.03 authorizes an officer to arrest without a warrant upon reasonable ground to believe that an offense of violence or a theft offense has been committed and to detain the person whom he has reasonable cause to believe to be guilty of the violation, until a warrant can be obtained. This increases the number of misdemeanor offenses for which arrest may be made upon reasonable cause without a warrant and without requiring the commission of the crime in the officer's presence.

Misdemeanor Arrest Procedures as set forth in GPO 17-68 are hereby revised to include these offenses. The complete context of this order has been printed for individual distribution and Commanding Officers shall cause said distribution to all members.

GPO 17-68 is hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 4-74

January 29, 1974

MISDEMEANOR ARREST PROCEDURES -- REVISION OF GPO 17-68

Under Revised Code 2935.03, effective January 1, 1974, an officer may arrest upon reasonable cause and without viewing the commission of the following misdemeanors:

OFFENSE OF VIOLENCE

1. Assault
2. Aggravated menacing
3. Menacing
4. Arson
5. Riot
6. Inducing Panic
7. Carrying Concealed Weapons

THEFT OFFENSES

8. Tampering with coin machines
9. Petty Theft
10. Unauthorized use of a vehicle
11. Unauthorized use of property
12. Passing bad checks
13. Misuse of credit cards
14. Making or using a slug
15. Defrauding a livery or hostelry
16. Tampering with records
17. Securing writings by deception
18. Personating an officer (2913.44)
19. Defrauding creditors
20. Receiving stolen property
21. Cheating

Reasonable cause requires belief by the officer that the offense was committed by the suspect and must be based on the same amount of credible evidence that would be necessary for the complainant to obtain a warrant.

In Assault cases, for example, an allegation unsupported by other physical evidence of injury or witness information would not justify an arrest under this section.

In a Theft case, the possession of the stolen property by the suspect and/or eyewitness statements would provide the reasonable grounds for arrest.

Further, whenever possible, the arresting officer shall obtain a short written statement from the victim containing assurances of his intention to prosecute, in order to substantiate the officer's action.

- 2 -

The following is a copy of Ohio Revised Code 2935.03 as it appears under the caption, "Arrest Without Warrant For Misdemeanor".

2935.03 ARREST WITHOUT WARRANT FOR MISDEMEANOR

A sheriff, deputy sheriff, marshal, deputy marshal or police officer shall arrest and detain a person found violating a law of this state or an ordinance of a municipal corporation, until a warrant can be obtained.

When there is reasonable ground to believe that an offense of violence, or a theft offense as defined in Section 29213.01 of the Revised Code has been committed, a sheriff, deputy sheriff, marshal, deputy marshal, or police officer may arrest without a warrant any person whom he has reasonable cause to believe is guilty of the violation, and detain him until a warrant can be obtained.

A constable, within the limits of the township in which said constable has been appointed or elected, shall arrest and detain a person found by him in the commission of a misdemeanor, either in violation of a law of this state or an ordinance of a village, until a warrant can be obtained.

The general rules of arrests in the first paragraph of Revised Code 2935.03 must still be applied to all other misdemeanors.

The arrest provisions in this new section (RC 2935.03) parallel those of the shoplifting arrest law (RC 2935.041) which still remains in effect.

Shoplifting arrests shall continue to be handled as outlined in GPO 4-66 and as amended in GPO 4-72 relating to amended investigation arrest booking procedures.

In addition, the provisions of GPO 1-74 relating to misdemeanor arrests for a theft crime where the prisoner has a prior arrest record for theft shall be booked for investigation in connection with ORC 2913-02 B-Grand Theft, if the offender has previously been convicted of a theft offense of any kind.

Copies of this order shall be forwarded to the Districts for distribution by Commanding Officers.

General Police Order #17-68 is hereby rescinded.

LG

CLE000432

GENERAL POLICE ORDER

No. 3-74 HEADQUARTERS January 28, 19 74

SUBJECT: SUPPLEMENT TO GPO 2-72 - VEHICLE
PROCESSING PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

When a stolen auto is recovered, members shall ascertain from the Report Center the title of the theft report. If the theft report reveals that the vehicle contained valuable cargo it shall be processed in accordance with GPO 2-72.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 2-74 HEADQUARTERS January 25, 1974

SUBJECT: AMENDMENTS TO THE MANUAL OF RULES
TO THE MEMBERS OF THE DEPARTMENT

By the authority of James T. Carney, Director of Public Safety, the Manual of Rules of the Department of Public Safety, Division of Police shall be revised as follows:

Under ORGANIZATION--PERSONNEL

Section 1

The order of rank in the Division of Police shall be as follows:

- (1) Chief of Police
- (2) Assistant Chief
- (3) Inspectors
- (4) Deputy Inspectors
- (5) Captains
- (6) Lieutenants
- (7) Sergeants
- (8) Patrolmen

No person holding any of the above ranks in the Department of Public Safety shall perform any work which is of the same nature as, or included within, the duties of other classified employees of the City, except such as is immediately essential to the performance of the duties of such rank as is necessarily incidental thereto.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 2-74 HEADQUARTERS January 25, 1974

SUBJECT: AMENDMENTS TO THE MANUAL OF RULES

(Page Two)

Section IX -- Deputy Chief amended to:

Section IX

ASSISTANT CHIEF

The Chief of Police shall designate an Inspector to serve in the capacity of Assistant Chief and he shall perform such duties as are assigned by the Chief. During the absence of the Chief of Police, the Assistant Chief shall serve in the capacity of Acting Chief.

Effective January 25, 1974, the rank of Deputy Chief shall be abolished.

These revisions shall become effective January 26, 1974 and copies shall be distributed to all members.

GPO 20-70 is hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-74 HEADQUARTERS January 11, 1974

SUBJECT: THEFT ARRESTS - SECOND AND SUBSEQUENT
OFFENDER INVESTIGATION AND BOOKING
PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Whenever a member makes a misdemeanor arrest for a theft crime he shall obtain a record check on such offender at both the Record Room and the Detective Division Identification Records Unit.

Prisoners found to have a prior arrest record for theft shall be booked for investigation in connection with O. R. C. Section 2913.02(B) under which it is a Grand Theft felony offense, if the offender has been previously convicted of a theft offense of any kind.

The information on the prior record shall be included in the RC-1 crime report and proper notation typed on the Pink Investigation Arrest Card Form 127 which shall be forwarded to the Detective Division for disposition of such prisoners.

This procedure is necessary to permit further investigation and to assure proper case preparation and that the proper amount of bail can be set by the court. It shall not affect the physical arrest procedure, even if prior record of conviction is known at the time that the offender is taken into custody. The actual arrest must be made in accordance with the limitations imposed by the degree of the crime involved at the time, that is, whether it is a felony or misdemeanor. The ultimate decision for the more serious felony charge lies with the prosecutor and shall be based upon documentary proof of prior conviction.

By Order of,
GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-73 HEADQUARTERS December 31, 1973

SUBJECT: MISSING PERSONS UNIT -- PROCEDURES

(Page Two)

The Juvenile Unit, Policewomen's Unit, and the Districts shall continue to maintain Missing Person records and files, and have a specific investigative responsibility as follows:

Juvenile Unit -- Missing Male Minors

Policewomen's Unit -- Missing Female Minors

The six Police Districts -- All Missing Persons residing or reported missing from their respective Districts.

Bi-monthly checks shall continue to be made by the Districts, for which purpose they shall receive lists of Missing Persons from the Missing Persons Unit. A Missing Person Returned report or a Supplementary Form 10 report, in triplicate, shall be made on each such Missing Person.

This order shall be considered a supplement to GPO 8-65 and 10-65 which shall remain in effect.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-73 HEADQUARTERS December 31, 19 73

SUBJECT: MISSING PERSONS UNIT -- PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

There shall be a Missing Persons Unit in the Division of Criminal Investigation, Police Line 320.

This Unit shall be responsible for the maintenance of a file of active Missing Person Reports.

The Officer in Charge shall cause proper reports to be made, shall evaluate Missing Person reports, and shall determine whether there is need for further or special investigation in any individual case. He shall cause such additional investigation to be made by proper notification of the Commanding Officers of the Detective and Patrol Division. He shall keep the Chief's Office advised of serious cases that involve criminality or physical danger to small children.

The Missing Persons Unit shall review copies of all original Missing Persons R.C.#1 reports. All copies of each follow-up Supplementary report shall be forwarded to the Missing Persons Unit which shall forward copies of follow-up reports to the District or Unit concerned.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 27-73 HEADQUARTERS December 28, 1973

AMENDMENT TO GPO 31-72 and 14-73 "MESSAGE
SUBJECT: ~~RECORDING REPORT SYSTEM~~" and ADOPTION OF
NEW OHIO REVISED CRIMINAL CODE REPORT
TITLES

(Page Two)

GPO 20-73, "Supplement to GPO 31-72", shall be amended by substituting "Police Officer" for "Patrolman" when making applicable Report Titles.

Personnel shall continue to consult with Superior Officers on all felonies and whenever in doubt of a particular Report Title.

Other material prepared for individual distribution includes "Selected Statutes" outlined in element form and a condensed printout of selected Statutes designed for use as a pocket reference.

Commanding Officers shall be responsible for the distribution of one copy to each member.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 27-73 HEADQUARTERS December 28, 1973

SUBJECT: AMENDMENT TO GPO 31-72 and 14-73 "MESSAGE
RECORDING REPORT SYSTEM" AND ADOPTION
OF NEW OHIO REVISED CRIMINAL CODE
REPORT TITLES

TO THE MEMBERS OF THE DEPARTMENT

Commencing 12:01 AM, January 1, 1974, Report Titles contained on Page 4 of General Police Order 31-72, "Message Recording Report System" shall be amended and new crime report titles which conform to the New Ohio Revised Criminal Code shall be placed into effect.

As part of this order, a list of new Report Titles has been prepared for individual distribution to all members. It also lists the former offense or Report Title most closely related to the new Title, plus other important essential factors and circumstances.

In addition to those listed, anyother violation of a Statute or Ordinance may be used as the Report Title.

Whenever property of any value is stolen during the commission of a homicide or rape, it shall be listed in the report and a total value assigned.

Wherever "Auto" is mentioned in GPO 31-72 and its amendment GPO 14-73, the term "Motor Vehicle" shall be substituted.

Procedure as outlined in GPO 5-65, "Juvenile Complaint Report" and its supplement GPO 25-67, and GPO 11-73, "Information on "Drugs Involved" to be Included in Reports" continue in effect and shall be followed when making RC#1 Reports.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 26-73 HEADQUARTERS December 5, 1973

SUBJECT: PROCEDURE USED IN HANDLING PROBABLE
AUTO THEFTS

TO THE MEMBERS OF THE DEPARTMENT

The Radio Dispatch Unit will assign complaints of probable Motor Vehicle thefts to cars by immediately giving the license number, if known, and a description of the vehicle.

Radio Dispatchers shall determine from questioning the complainant that the theft was probable and that it occurred recently, within 8-12 hours.

Members must realize that the assignment of the investigation of the complaint by the dispatchers does not constitute an auto theft report.

Members observing the described vehicle are to be very cautious for their own protection while at the same time considering the probability that the complaint might not in fact be legitimate.

When the investigation is completed and a Stolen Auto Report is to be made, the reporting officers shall broadcast Auto Theft Report information, including year, make, model, color of car, license number and description of active suspects, if known. This information shall be simulcasted by the Communication Control Center.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 25-73 HEADQUARTERS November 1, 1973

SUBJECT: WITNESS FOR DEFENSE - SUBPOENA REQUIRED
TO THE MEMBERS OF THE DEPARTMENT

In every instance, in any criminal prosecution of any kind, no member of the Department shall be witness for the defense except on subpoena lawfully issued.

This shall also apply to depositions and civil cases wherein either the City of Cleveland, or this Department, or any member of this Department is the defendant. No member shall give a deposition or be a witness for the plaintiff without a subpoena.

The member shall submit a Form #1 report containing all information relative to the time of service and the testimony required, if known.

The member's Commanding Officer shall, forthwith, cause notification of the Prosecutor handling the case, or the Law Department in civil cases, in order to obtain proper advice and direction before the member gives testimony.

The member's Form #1 report together with the original subpoena, or Notice of Deposition, that was served upon him shall be forwarded to the Chief's Office.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

C OF C 302-214

CITY OF CLEVELAND

INTER-OFFICE CORRESPONDENCE

All Directors, Commissioners and
Appointing Authorities

Date October 18, 1973

From

Philip S. Hamilton *PH*
Director of Personnel

Subject

Subpoenas

Chief Rademaker:

PLEASE MAKE THE FOLLOWING INFORMATION AVAILABLE TO YOUR EMPLOYEES

Any employee who is issued a subpoena for either a court appearance or deposition must immediately contact his immediate supervisor, who must in turn contact our Chief Counsel, Mr. Malcolm Douglas at 694-2692 or Assistant Director of Law, Richard B. Mills at 694-2670.

This is important and must be followed through in the interest of the taxpayers of the City of Cleveland.

PH/MM/ah

CLE000443

GENERAL POLICE ORDER

No. 24-73 HEADQUARTERS September 11, 1973

SUBJECT: CLARIFICATION OF GPO 36-72 (AMENDMENT &
SUPPLEMENT TO COMMUNICATIONS CONTROL
CENTER RADIO PROCEDURES)

TO THE MEMBERS OF THE DEPARTMENT.

GPO 36-72 which amends and supplements the original Communications Control Center GPO 39-70 only supplants and deletes the sentence "A radio dispatcher is assigned to each Police District and is responsible for the control of members, employees and vehicles assigned to radio dispatch in that district."

The balance of the paragraph beginning with "The dispatcher receives...." through "....forwarded to data processing." shall remain in effect.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 23-73 HEADQUARTERS September 5, 1973

SUBJECT: PERSONNEL IDENTIFICATION CARDS

TO THE MEMBERS OF THE DEPARTMENT

New Identification Cards, bearing the color photograph of the member, shall be issued as standard equipment.

Thereafter, any loss or mutilation shall be reported by Form #1 containing a request for replacement in accordance with Rule 82. The member shall deliver the report to the Headquarters Staff Personnel Office, pay a 50¢ replacement fee and, then, report to the photo Unit for a new photo and card.

Upon promotion to higher rank, personnel shall be re-photographed and issued a new card and no fee or report shall be required.

Initial photographing shall commence on September 10, 1973. Divisions, Districts and Units shall be notified by the Photo Unit of the date and time to report to the Photo Laboratory.

Commanding Officers will make every effort to have all members of their command present at their appointed time.

Personnel shall be photographed wearing clothing usually worn on duty, without headgear.

GPO 9-64 and prior Memos governing re-ordering personnel identification cards are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-73 HEADQUARTERS August 31, 19 73

SUBJECT: PROCEDURE BEFORE A CUSTODIAL
INTERROGATION

(Page Three)

G.P.O. 6-69 is hereby rescinded.

By order of

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-73 HEADQUARTERS August 31, 1973

SUBJECT: PROCEDURE BEFORE A CUSTODIAL
INTERROGATION

TO THE MEMBERS OF THE DEPARTMENT

New laminated "Advice of Constitutional Rights" cards shall be distributed to all members of the Department. They shall be carried at all times while on duty and whenever attending court as a witness in a criminal case. These cards shall be used by members when they advise suspects of their constitutional rights before a custodial interrogation and shall also serve as a reference document in court.

Custodial Interrogation is defined as questioning initiating with a law enforcement officer AFTER an individual is TAKEN into CUSTODY, or in a significant way, his freedom of action is restricted.

The following shall be READ to the Suspect:

- 1) You have the right to remain silent.
- 2) Anything you say can and will be used against you in court.
- 3) You have the right to consult with a lawyer before answering any questions, and to have a lawyer with you during any questioning.
- 4) If you cannot afford a lawyer, one will be provided for you, free of cost, if you want one.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 22-73 HEADQUARTERS August 31, 1973

SUBJECT: PROCEDURE BEFORE A CUSTODIAL
INTERROGATION

(Page Two)

WAIVERS

- 1) Do you understand your rights, as I have explained them?
- 2) Are you willing to talk with officers without consulting a lawyer, or having a lawyer present with you?

INSTRUCTIONS

- 1) Read all four warnings to the suspect.
- 2) Obtain both waivers, clearly and expressly, before interrogating the suspect.
- 3) If at any time the suspect wants a lawyer, or no longer desires to answer questions, the interrogation must terminate.

Accomplishment of these legal requirements is necessary to make his answers and statement admissable.

The new cards will be forwarded by the Mail Center and distributed to all members of the Department to replace all the old cards. The cards shall be receipted for on the accompanying payroll sheet. Completed payroll sheets shall be returned to the Chief's Office.

(Continued on Page Three)

GENERAL POLICE ORDER

No. 21-73 HEADQUARTERS August 14, 19 73

SUBJECT: NEW STATE HOSPITAL SERVICE AREAS

TO THE MEMBERS OF THE DEPARTMENT

Effective August 15, 1973, the Service Areas that determine which State Hospital bears the responsibility to accept patients will be changed due to the closing of Cleveland State Hospital, 4455 Turney Road.

The resident address of the patient determines his Service Area. Therefore, mental patients who reside West of the Cuyahoga River shall be conveyed to Cleveland Psychiatric Institute, 1708 Aiken Ave., Telephone 661-6200. Those who reside East of the Cuyahoga River shall be conveyed to Fairhill Mental Health Center, 12200 Fairhill Road, Telephone 421-1340; an exception are patients residing in patrol zones 324, 325, 414 and 415 who shall be conveyed to Hawthornden State Hospital, Sagamore Road, Northfield, Ohio, Telephone 467-7131. Members shall call the nearest State Hospital or Communications Control Center regarding any questions pertaining to the Service Area of a specific address.

The booklet titled "Directory of Psychiatric Facilities in Cuyahoga County" relative to Service Areas and distributed per Departmental Notice 70-180 shall be amended to conform with this change.

(continued on page two)

GENERAL POLICE ORDER

No. 21-73 HEADQUARTERS August 14, 1973

SUBJECT : NEW STATE HOSPITAL SERVICE AREAS

(page two)

Members shall maintain the present procedure when conveying an irrational person to the nearest General Hospital Emergency Ward. When the resident Doctor decides that the person should be taken to a State Mental Hospital, members shall transport him to the institution which serves the person's residential Service Area.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-73 HEADQUARTERS July 20, 19 73

SUBJECT: SUPPLEMENT TO G. P. O. 31-72 MESSAGE
RECORDING REPORT SYSTEM

TO THE MEMBERS OF THE DEPARTMENT

The following reports shall be made whenever a sworn member of the Department is injured, either on or off duty, in all of the following types of incidents which shall also serve as the titles of all future reports, as applicable:

- 1) Injury to Patrolman while on duty. (Heart Attack)
- 2) Injury to Patrolman while off duty. (Heart Attack)
- 3) Injury to Patrolman while off duty. (Performing a Police Function)
- 4) Injury to Patrolman while on duty. (Inhalation of Toxic Fumes and Gases)

As in all reports, the body of the report shall contain complete details of the incident that caused the injury or information of any other related incident which could be the proximate cause.

In every case a Supervisor's Report of Employee Injured, E.A.C. Form 3, shall be made by the Superior Officer assigned to the investigation, in accordance with G. P. O. 6-68.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 19-73 HEADQUARTERS July 18, 1973

SUBJECT: PRETRIAL DISCOVERY RIGHTS OF DEFENSE
ATTORNEYS AND COURTS IN CRIMINAL CASES

TO THE MEMBERS OF THE DEPARTMENT

In a letter to this Department, County Prosecutor John T. Corrigan has defined the legal rights of defense attorneys and courts to statements, reports and other items in criminal cases. His letter, as a part of this order, shall be considered an integral part of criminal case preparation procedures and all members shall comply with its provisions.

Copies shall be forwarded to all Divisions, Districts, and Units.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-73 HEADQUARTERS June 26, 19 73

SUBJECT: SUPPLEMENT TO GPO 3-73, VEHICLE FUEL
ACCOUNTING SYSTEM

Page Two

The completed form shall be forwarded to the Bureau of Motor Vehicles through the Division of Patrol.

The soft copy of the originals of the fuel and lube tickets now being retained by the drivers of the police vehicles shall be filed in monthly sequence at the District Headquarters. At the end of each month they shall be tallied and used to verify the monthly meter and stick readings and a report of this account sent with the monthly tally form.

Commanding Officers of the Division of Patrol and District Commanding Officers shall cause full compliance.

By order of,

LLOYD GAREY, INSPECTOR
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-73 HEADQUARTERS June 26, 19 73

SUBJECT: SUPPLEMENT TO GPO 3-73, VEHICLE FUEL
ACCOUNTING SYSTEM

TO THE MEMBERS OF THE DEPARTMENT

Effective July 1, 1973 all District Stations with gasoline pumps shall make an accounting of all gasoline and oil delivered to the station and the total disbursement during each month, together with the amount on hand at the end of the month.

The yellow form, titled "Daily Disbursement Record", shall be utilized and the first report shall be made for the month of June, 1973. The procedure shall be as follows:

On the last day of each month the Officer-in-Charge of the station on the 3rd Platoon shall take the necessary meter and stick readings and shall record them in the lower left hand portion of the form titled "Gasoline and Fuel Oil Summary". The amount used shall then be calculated and put in the "Amount Used" column. These meter and stick reading figures shall also be recorded for use on the next month's report.

All gasoline and oil delivered to the station during the month shall be recorded in the body of the report form in the space provided for and formerly used to record disbursements of gasoline to police vehicles. These figures shall be placed under the appropriate column headings and shall be signed by the Officer-in-Charge.

In the top right hand portion of the form the District gas station number and the time period (month) covered by the report shall be entered and signed by the Officer-in-Charge.

GENERAL POLICE ORDER

No. 17-73 HEADQUARTERS June 18, 19 73

SUBJECT: HELPING HAND HALFWAY HOME INC. --
ARREST PROCEDURES

(Page Two)

The members of the Warrant & Suspect Unit so notified shall immediately notify, via telephone, the agency having custody of the prisoner that a "holder" be placed on such prisoner. The Warrant & Suspect Officer making the phone call will then complete the structured form letter (a detainer-holder) and send it to the agency having custody of the prisoner.

For Federal prisoners, it shall be sent to the Federal Marshall's Office, Old Federal Building, Public Square (44114), Attention: Mr. Robert Wagner.

For State prisoners, it shall be sent to the Adult Parole Authority Office, 736 West Superior Avenue (44113), Attention: Mr. Don Carrol, Furlough Section.

All HHHH inmates carry identification cards signed by Reverend Redding.

Members of the Warrant & Suspect Unit shall keep an up to date file on personnel administering this program and their phone numbers.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 17-73 HEADQUARTERS June 18, 19 73

SUBJECT: HELPING HAND HALFWAY HOME INC. --
ARREST PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The penal system of the Federal Government and of the State of Ohio have begun a program in which prisoners are placed in the Helping Hand Halfway Home, Inc. at 1827 East 63rd Street under the control and supervision of Reverend James Redding. Although still prisoners, they may come and go with the approval of Reverend Redding.

If one of these prisoners commits a crime or violation, he shall be arrested and charged in accordance with standard existing procedures. Reverend Redding shall then be notified.

If it is learned that one of these prisoners is wanted on an existing warrant for an offense which occurred prior to his placement in the HHHH and no new offense is involved, he shall NOT be arrested. Instead, the procedure shall be as follows:

- 1) Check with the office of the HHHH (791-1155 or 791-5095) during business hours, or at other times call the home directly (431-2212) to determine if he is currently under this program.
- 2) Immediately notify the Warrant & Suspect Unit that the suspect is a prisoner in this program.
- 3) Release the prisoner.

GENERAL POLICE ORDER

No. 16-73 HEADQUARTERS June 14 73
19

SUBJECT: POLICE PERSONNEL RECORD SYSTEM (PPRS)

Page Two

After the initial corrections are completed, Unit records must be maintained accurate and current. Therefore, whenever the data on an individual member changes in any way, he shall submit a Form #1 report containing the new information. Administrative unit commanders shall the cause a designated officer to remove said individual's data sheet from the files, make the necessary changes by interlineating the obsolete information, and entering the new information above it. The officer in charge making the corrections shall sign his name to verify the authenticity of the change. The Form #1 containing the new information shall be marked with the notation "Records changed to reflect new information" with the officer making the change signing his name after such notation. The Form #1 shall then be sent by departmental mail to the Personnel Unit, which shall cause a corrected data sheet to be generated and returned to the administrative unit to replace the old data sheet.

Members wishing to provide future additional information relative to any change in educational level, occupational skills, and language skills shall submit a Form #1 report. A new data sheet containing the information will then be sent to the Unit.

By order of,
GERALD J. RADEMAKER
CHIEF OF POLICE

CLE000457

GENERAL POLICE ORDER

No. 16-73 HEADQUARTERS June 14 73
19

SUBJECT: POLICE PERSONNEL RECORD SYSTEM (PPRS)

TO THE MEMBERS OF THE DEPARTMENT

Relevant Cleveland Police Personnel Records information has been computerized and will be printed out to provide the Headquarters Staff Personnel Unit and each Administrative Unit with a data sheet on each member.

The Unit Copies will be delivered in a 3 ring binder in which they shall be maintained as the basic personnel record for use as a reference source to satisfy informational needs as they arise in connection with police operations and assignments. The Personnel Unit Copy will be retained by the Personnel Unit.

Each administrative unit shall cause each member to review his Unit Copy for accuracy. If all information is correct, the member shall sign the data sheet and it shall be returned to the Binder File. If corrections are necessary, they shall be made on the Unit Copy and signed by the member in the upper right hand corner and then forwarded to the Personnel Unit within three (3) days. When the address or telephone number must be changed or corrected, a Form #1 report is also required and must accompany the Unit Copy to the Personnel Unit. The Personnel Unit shall arrange for a new Unit Copy reflecting the changes and shall forward it to the administrative unit.

GENERAL POLICE ORDER

No. 15-73 HEADQUARTERS June 8, 1973

SUBJECT: EQUIPMENT BAD ORDER REPORT FORM
C of C 71-130---PROCEDURES

Page Two

failure. Also, if at the time of malfunction the remote microphone or the earphone was being used, they shall be sent along with the Portable Radio, but not otherwise.

Unless there is a replacement vehicle available for their use to enable them to remain in service, the passenger officer shall be reassigned to other on-the-street or similar essential police duty whenever a Zone or Mobile Patrol vehicle must be taken to East 49th Street Shop for repairs. It shall be the responsibility of the officers assigned to the vehicle to notify their District Officer in Charge and he shall make this reassignment for the balance of their tour of duty or until the car is returned.

Commanding Officers shall cause strict compliance with this order.

General Police Orders 41-56, 20-68, Memos 48-58, 106-58, and Departmental Notice 71-147 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 15-73 HEADQUARTERS June 8, 19 73

SUBJECT: EQUIPMENT BAD ORDER REPORT FORM
C of C 71-130---PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Effective June 11, 1973, the revised C of C 71-130 "Equipment Bad Order Report" shall be placed into usage throughout the Department and the use of the present C of C 71-130 Motor Vehicle--Bad Order Report and the Portable Transceiver Bad Order Report shall be discontinued. Forms are available at the Supply Unit.

This new form shall be used for all requests of service or repair of Motor Vehicles, Radios and Portable Transceivers and their accessories.

It shall be completed in duplicate, briefly describing the nature of service required. The original shall remain with the vehicle or other equipment requiring the repairs, and the copy shall be retained at the Unit Headquarters.

In completing the form, unmarked vehicles shall be identified by both call number and license number. Other required information and the manner of completion are self explanatory.

Whenever Portable Radios are taken to East 49th Street Shop for repairs, they shall be complete with the same antenna and battery in use at the time of

GENERAL POLICE ORDER

No. 14-73 HEADQUARTERS June 1, 1973

SUBJECT: AMENDMENT TO MESSAGE RECORDING
REPORT SYSTEM (GPO 31-72)

(Page Two)

All Foreign Stolen Autos Recovered, Combination Auto Theft and Recovery reports, and all Follow Up reports shall be connected to a message recorder. These reports will be produced on Standard RC-1 Report Forms. After the RC-1 is produced, these will be handled in the same manner as any other crime or accident in accordance with procedures in the original GPO 31-72.

Detailed procedures are separately printed for individual distribution and are part of this order.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-73 HEADQUARTERS June 1, 19 73

SUBJECT: AMENDMENT TO MESSAGE RECORDING
REPORT SYSTEM (GPO 31-72)

TO THE MEMBERS OF THE DEPARTMENT

Effective June 5, 1973, the Message Recording Report System as established by GPO 31-72 shall be revised in two basic ways: (Change over will occur at about 10:00 AM)

1. All calls to the Report Center for the purpose of making a report will be made on Police Line 561 or coin return Line 621-1620 regardless of the subject matter of the report or the assignment of the Reporting Officer. They will be answered by a Report Center Clerk who will assign a Complaint Number and will route calls to message recording devices in accordance with priority needs, unless the report is an Auto Theft or a locally reported Stolen Auto Recovered. These will be handled by direct person to person dictation as outlined in the next paragraph.
2. Auto Thefts and local Stolen Auto Recoveries will be immediately transferred to the Message Center Computer Terminal Operator who will receive all the information and immediately enter it into the computer and complete the report in one simultaneous operation. These reports will be produced on a new form -- not on the standard RC-1 Form.

(Continued on Page Two)

GPO 14-73

June 5, 1973

SUBJECT: AMENDMENT TO MESSAGE RECORDING REPORT SYSTEM (GPO 31-72)

The Message Recording Report System shall be revised as follows:

1. All calls to the Report Center for the purpose of making a report will be made on Police Line 561 or coin return Line 621 1620 regardless of the subject matter of the report or the assignment of the Reporting Officer. They will be answered by a Report Center Clerk who will assign a Complaint Number and will route calls to message recording devices in accordance with priority needs, unless the report is an Auto Theft or a locally reported Stolen Auto Recovered. These will be handled by direct person to person dictation.
2. "Auto Theft", local "Stolen Auto Recovered", and local "Stolen Auto Recovered and Arrest" reports will be transferred (immediately) to the Message Center Computer Terminal Operator who will receive all the information and immediately enter it into the computer and complete the report in one simultaneous operation. These reports will be produced on a new form -- not on the standard RC-1 Form.

Exceptions to this revised reporting procedure are:

- a) Foreign Stolen Auto Recoveries.
- b) Foreign Stolen Auto Recoveries with Arrests.
- c) ~~Combination Auto Theft and Recovery Reports.~~
- d) All Follow-up Reports.

These will continue to be connected to a message recorder and will be produced on standard RC-1 Report Forms.

After the RC-1 is typed, they will be handled in the same manner as any other crime or incident report in accordance with procedures in the original GPO 31-72.

In all cases the Reporting Officer shall provide:

1. His name, rank or number, and assignment.
2. Complete title of the report.
3. Name and address of the complainant, victim or company.
4. Address of occurrence.

The Report Center Clerk who answers the call will assign a Complaint Number and the Reporting Officer shall include this Complaint Number when dictating the report.

"Auto Theft" and local "Stolen Auto Recovered" report calls will be transferred to the Computer Terminal Operator who will receive all the information and immediately enter it into the Computer and complete the report on a new form in original and 3 copies. These copies will be forwarded from the Report Center to the Record Room Crime files, Auto Theft Unit, Data Processing Unit and to the District or Unit to enable examination there for accuracy and completeness.

Page Two

For an immediate and essential verification of basic information, an additional report, titled "Auto Theft Recovery Verification", will be transmitted to the Reporting Officer's District or Unit Computer Terminal as soon as the Auto Theft Recovery information is completely entered into the Computer Files and the Auto Theft or Recovery reports are produced for distribution.

The Reporting Officer shall examine the Verification report for accuracy and if it is correct, sign it and forward it to the Report Center through his Officer in Charge. If the information on the Verification report form is NOT correct, the Reporting Officer must call the Report Center Computer Terminal Operator immediately and make the correction.

Commanding Officers of Districts and Officers in Charge of Units having computer terminals shall provide for the removal of computer transmitted Verification reports. He shall provide for their verification by the Reporting Officers and, when completed, for their being forwarded to the Report Center.

The Auto Theft and Recovery reports will contain more complete information than the Verification report. If there is an error or omission found, a "Correction" or "Additional" must be called to the Report Center. Since error in the vehicle description, license, or VIN number would have already been corrected on the Verification Form, this information would be called into a message recorder and later transcribed and attached to the original reports.

The direct dictation to the Computer Terminal Operator of the Auto Theft or locally Stolen Auto Recovery report must follow the sequence provided in the Auto Theft and Recovery Reporting Guide attached as a part of this order. To facilitate and expedite reporting, this guide or information outline will be reproduced on a card for the individual officer's retention as a reference.

When reporting Foreign Auto Theft Recovery reports, the name of the agency originating the stolen report shall be given as the name of the complainant to the person answering the call and in the "Victim" section of the RC-1 report. Personnel of the Auto Theft Records Unit shall notify the originating agency of the recovery.

All members of the Department are reminded that report accuracy is essential. Auto Theft and Recovery information dictated directly to the Message Center Computer Terminal Operator will be directly entered into Department, State and Federal computer files.

Commanding Officers shall instruct members under their command of the Department's Report Recording System as explained in GPO 31-72 and this Order, and cause compliance with their provisions.

LG

CLE000464

AUTO THEFT AND RECOVERY REPORTING GUIDE FOR DIRECT
COMPUTER TERMINAL ENTRIES

Auto Theft and Stolen Auto Recovery reports dictated to the Message Center Computer Operators as explained in GPO 14-73 shall be dictated in the following sequence of information. An asterisk denotes basic information essential to the computer terminal entry.

STOLEN VEHICLE

LICENSE NUMBER*
STATE*
YEAR PLATE*
REPORT DATE*
VIN NUMBER* (SERIAL NUMBER)
COMPLAINT NUMBER*
OWNER'S LAST NAME*
FIRST NAME
MIDDLE INITIAL
OWNER'S TITLE
OWNER'S ADDRESS*
CITY*
PHONE NUMBER*
PERSONAL PROPERTY IN VEHICLE BY CATEGORY
VALUE OF PROPERTY
OFFICER BADGE NUMBER*
CAR NUMBER*
VEHICLE CONDITION
RELEASE OR HOLD
REASON FOR HOLD
HOW ASSIGNMENT RECEIVED*
TIME RECEIVED*
DATE RECEIVED*
ADDRESS STOLEN*
TIMES AND DATES OF OCCURRENCE*
YEAR OF VEHICLE*
MAKE*
MODEL
STYLE
COLOR
LICENSE TYPE* (DEALER PLATE, ETC.)
MISCELLANEOUS INFORMATION
REPORTED BY: NAME AND ADDRESS
AGE, RACE, SEX
BUSINESS PHONE
EQUIPMENT ON VEHICLE: RADIO, HEATER, SPARE TIRE, AIR CONDITIONING
DOORS AND IGNITION LOCKED
UNUSUAL FEATURES OR DAMAGED PARTS
ITEMIZED PERSONAL PROPERTY
INSURED? COMPANY'S NAME
SUSPECTS
AREA SEARCH CONDUCTED?
INTERVIEW--IF NOT, WHY?
ANY OTHER REMARKS

RECOVERED VEHICLE

LICENSE OR VIN NUMBER*
RECOVERY ZONE
CONDITION OF VEHICLE*
RECOVERY VALUE
RELEASE OR HOLD*
REASON FOR HOLD
SUSPECTS -- ARRESTS
HOW ASSIGNMENT RECEIVED*
TIME RECEIVED*
DATE RECEIVED*
ADDRESS RECOVERED*
OFFICER BADGE NUMBER*
DATE RECOVERED*
COMPLAINT NUMBER*
MISCELLANEOUS INFORMATION
EQUIPMENT INTACT OR MISSING
PERSONAL PROPERTY
CONDITION OF IGNITION SYSTEM
OWNER NOTIFIED? BY WHOM?*

WHAT TOW LOT*

COMPLAINT NO. 1

INQUIRY: hh3248

NEOPIN 73.110 16.10 V

QV

LIC/IH3248 740H NO RECORD

RECORD TYPE, LIC. NO., STATE, YEAR LIC. EXPIRES, CENSUS TRK., ZONE, REPORT DATE, VIN NO., COMPLAINT NO.,

v ev-1.s.hh3248.oh.74.u4.526.042073.1a30f241488.18391.

OWNER L. NAME, FIRST, MIDDLE INT., TITLE, ADDR., CITY, PHONE,

doe.john.h.jr.1234 main st.ohclp00.1231234

NEOPIN 73.110 16.12 V

EV1 COMPLETE

PIN/000212263 LIC/IH3248

VIN/1A30F241488

PIN NO. 3 BLANK FLDS, PER. PROP., VALUE, TOT. VAL., OFFICER, CAR, VEH. COND.,

v ev-3.212263...o.00140.03140.1955.526.r.

REL-HOLD, REASON, 2 BLANK FLDS, NOW REC., TIME, DATE, MISC. INFOR.

r....r.16.042073

NEOPIN 73.110 16.14 V

EV3 COMPLETED

PIN NO., ADDR STOLEN, CITY, TIMES AND DATES OF OCCURRENCE,

v ev-4.212263.e90&carnegie.ohclp00.12.042073.15.042073.

YEAR OF VEH., MAKE, MODEL, STYLE, COLOR, LIC. TYPE, 2 BLANK FIELDS, MISC. INFOR.

71.ford.gal.2d.blk/red.pc...equip with radio,heater, and spare insured by
w d calihand inc, toured area unable to locate, doors and ignition locked
owner has keys, no suspects, personal property:tape deck, fm radio, 40 tapes

NEOPIN 73.110 16.16 V

EV4 COMPLETE

IH3248

GENERAL POLICE ORDER

No. 13-73 HEADQUARTERS May 3, 19 73

SUBJECT: PREGNANCY DUTY ASSIGNMENT AND LEAVES --
NEW RULE 57 - SECTION 8A

(Page Two)

Upon either giving birth to a child or sustaining a miscarriage (or other termination of pregnancy), the policewoman shall have the right to return to work once her physician approves her return and the Medical Director determines that she is physically fit to return to either regular or restricted duty. In any event, the policewoman must return to work not later than nine months from the date of delivery, miscarriage or other termination of pregnancy.

The member shall have the right to appeal to the Cleveland Civil Service Commission any determination of the Medical Director that pertains to:

(a) A leave of absence; or

(b) An order that she may not return to work.

GPOs 17-58 and 10-73 are rescinded and the foregoing shall constitute the new Rule 57 - Section 8 A.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 13-73 HEADQUARTERS May 3, 1973

SUBJECT: PREGNANCY DUTY ASSIGNMENT AND LEAVES--
NEW RULE 57 - SECTION 8A

TO THE MEMBERS OF THE DEPARTMENT

When a policewoman becomes pregnant and receives medical confirmation of the pregnancy, she shall report the fact forthwith to the Chief of Police through regular channels.

The Medical Director shall be advised and after consultation with the member's private physician, shall make duty status determination of regular or restricted duty when and as he deems them appropriate and necessary.

Again after consultation with the policewoman's private physician, the Medical Director may make further determination that she is physically unable to continue on either regular or restricted duty and order an off duty status. The policewoman may then expend accumulated sick time, overtime due and any unused furlough time to which she is entitled.

When all such accumulated time due is exhausted, she shall be placed on leave of absence without pay (I.C.).

(Continued on Page Two)

GENERAL POLICE ORDER

No. 12-73 HEADQUARTERS April 19, 1973

SUBJECT: ENFORCEMENT OF LOOSE LOAD VIOLATIONS

TO THE MEMBERS OF THE DEPARTMENT

Complaints are being lodged from various parts of the City to the effect that vehicles hauling dirt, sand, and other loose material are being improperly loaded, overloaded, and uncovered causing this loose material to be dropped or strewn upon the street. These practices are in violation of Traffic Code Sections 9.1702, 9.1703 and 9.1704. Violators shall be issued a Notice to Appear (Moving Citation).

Effective immediately Commanding Officers of the Bureau of Basic Patrol and Bureau of Traffic shall see to it that all members under their command are familiar with and strictly enforce these ordinances throughout the City with the view of preventing and eliminating the littering of our streets.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-73 HEADQUARTERS April 18, 1973

SUBJECT SUPPLEMENT TO G.P.O. 31-72 -- INFORMATION
ON "DRUGS INVOLVED" TO BE INCLUDED IN
REPORTS

(Page Two)

added to others listed in GPO 31-72 on Page 7 under
"Changes to Original Reports" section "B".

When a consolidated crime clean-up report is made, and drugs were involved in any manner in the crimes, such information shall be included in the body of the report with the notation "Drug Involved" included after the title of the report. The Record Room shall include a copy of such reports with the files of each crime cleaned up. In addition to the usual distribution, two copies of such reports shall be forwarded to the Data Processing Unit.

Drugs shall be interpreted to include opium and its derivatives such as morphine and heroin; cocaine; marijuana; hashish; amphetamines; methedrine; methaphetamines; barbiturates; hallucinogens such as LSD and STP; glue sniffing; or any other chemical or substance known to have a mind altering effect.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-73 HEADQUARTERS April 18, 1973

SUBJECT: SUPPLEMENT TO G. P. O. 31-72 -- INFORMATION
ON "DRUGS INVOLVED" TO BE INCLUDED IN
REPORTS

TO THE MEMBERS OF THE DEPARTMENT

Members investigating any crime, whether felony or misdemeanor, shall make diligent inquiry into the circumstances involved to determine whether addictive or mind-altering drugs were involved in any manner and shall detail the facts in the body of the RC-1 report under a subtitle "Drug Involved". The notation "Drug Involved" shall also be included in the heading as part of the subject of the RC-1 report.

The investigating officer shall endeavor to ascertain whether the crime was committed by a user, pusher or dealer; whether the victim of the crime is a user, pusher or dealer; the type, quantity and approximate value of the drugs involved; or whether the crime was committed to obtain money to purchase drugs.

When a follow-up investigation of any crime reveals that drugs were involved in any manner, a supplementary RC-1 report shall be telephoned into the Message Recording System as a "Change of Title". The original report shall be identified by original Title and Complaint Number. The new Title shall be supplied, consisting of the original crime title followed by the words "Drug Involved". The information shall then be supplied relative to the involvement of drugs in the commission of the crime. This category shall be

(Continued on Page Two)

GENERAL POLICE ORDER

No. 10-73 HEADQUARTERS April 3, 19 73

SUBJECT: AMENDMENT TO RULE 57 - SECTION 8A
PREGNANCY LEAVES OF ABSENCE

TO THE MEMBERS OF THE DEPARTMENT

Rule 57 - Section 8A of the Manual of Rules of the Division of Police shall be amended to read as follows.

"When a policewoman is aware she has become pregnant, she shall immediately report this fact to the Chief of Police through regular channels, together with a request for a leave of absence, without pay, beginning 4 months after the probable date of the beginning of the pregnancy and until 3 months after the child is born.

In the event of a still birth or the death of the infant prior to its attaining the age of 3 months, or in the event of a miscarriage, she may return to duty upon the Police Surgeon's certifying that she is capable of performing the regular duties of a policewoman in the Division of Police".

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-73 HEADQUARTERS March 30, 19 73

SUBJECT : DEPARTMENTAL ORGANIZATION STRUCTURE
REVISION

TO THE MEMBERS OF THE DEPARTMENT

Effective April 1, 1973, the Cleveland Police Department's organizational structure in effect December 2, 1972 shall be revised by the transfer of the Police Academy from the Division of Administrative Services to Headquarters Staff.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-73 HEADQUARTERS March 15, 1973

SUBJECT: REVISED AND SUPPLEMENTARY RADIO CALL
NUMBERS (AMENDMENT TO GPO 13-71)

TO THE MEMBERS OF THE DEPARTMENT

On March 15, 1973 the revised and additional radio call numbers assigned to Division of Patrol and Administrative Staff and Command Vehicles shall become effective and placed into usage.

A list of the new radio call numbers shall be distributed.

All other radio call numbers shall remain unchanged.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 7-73

MARCH 14, 1973

SUBJECT: ZONE BOUNDARIES AND ZONE PATROL DISTRIBUTION

Effective March 15, 1973, the six police districts will be divided into 62 zones and divided as follows:

SECTOR #1

District 1 - 111, 112, 113, 114
 District 2 - 211, 212, 213, 214
 District 3 - 311, 312, 313, 314
 District 4 - 411, 412, 413, 414, 415, 416, 417
 District 5 - 511, 512, 513, 514, 515, 516
 District 6 - 611, 612, 613, 614, 615

SECTOR #2

District 1 - 121, 122, 123, 124
 District 2 - 221, 222, 223, 224, 225
 District 3 - 321, 322, 323, 324, 325
 District 4 - 421, 422, 423, 424, 425, 426, 427
 District 5 - 521, 522, 523, 524, 525, 526
 District 6 - 621, 622, 623, 624, 625

Zone boundary lines shall be as designated on the "District and Zone Map" of the City of Cleveland and as specified in the separate verbal description issued as part of this order.

A two man station wagon will be assigned to patrol each zone on a 24 hour basis except during the 3rd Platoon hours of 3:30 AM - 7:00 AM., at which time one half of the 3rd Platoon (30 patrol vehicles) will be reassigned to a 4th Platoon with duty hours of 7:30 PM - 3:30 AM. This will provide added coverage during the hours of peak work load.

The 4th Platoon patrol vehicles shall be assigned the following numbers and, until 12:00 MN, shall patrol areas of two or three zones as designated on the "4th Platoon Patrol Area Map":

District 1 - 141, 142, 143, 144
 District 2 - 241, 242, 243, 244
 District 3 - 341, 342, 343, 344
 District 4 - 441, 442, 443, 444, 445, 446, 447
 District 5 - 541, 542, 543, 544, 545, 546
 District 6 - 641, 642, 643, 644, 645

Page Two

At 12:00 MN the remaining 3rd Platoon patrol vehicles will go into service. At this time the 4th Platoon patrol vehicles will leave the larger patrol areas and will complete their tours of duty to 3:30 AM as a regular zone car of the 3rd Platoon in the proper zone contained within the 4th Platoon patrol area. (Example - Car 141 covering Zone 111.) This will provide full zone car coverage between 12:00 MN and 3:30 AM.

Whenever regularly assigned 2nd Platoon zone cars are occupied, radio assignments shall be given to the 4th Platoon back up cars.

From 3:30 AM to 8:00 AM, the regular 3rd Platoon zone cars shall assume the patrol responsibility for the same larger patrol area that was covered by the 4th Platoon car between 7:30 PM to 12:00 MN.

A 3rd Platoon supervisory officer shall be assigned to supervise the 4th Platoon vehicles and he shall conduct their 7:30 PM Roll Call.

The 4th Platoon cars will not stand the 12:00 MN Roll Call but will remain on patrol until 3:30 AM, thus providing continuity of zone coverage.

Additional patrol coverage will be provided by two Evidence Cars in each district; each will be assigned to a Sector and will handle radio assignments when not occupied in crime scene/evidence gathering duties. They will be subject to all types of assignments but will be concentrated upon minor complaints.

It is essential that manpower be utilized to its fullest and that all zone cars be manned and in service at all times in accordance with the new zone designations and work schedules.

Roll Calls shall be scheduled as follows:

1st Platoon	-	7:00 AM and 8:00 AM
2nd Platoon	-	3:00 PM and 4:00 PM
3rd Platoon	-	12:00 MN
4th Platoon	-	7:30 PM

On the 1st Platoon and 2nd Platoon, the odd number cars shall report for the first Roll Call and even number cars for the second Roll Call. One Evidence Car shall stand each Roll Call.

This arrangement will provide the following number of basic patrol vehicles during the various time periods of the day: (Plus 12 Evidence Cars at all times)

			<u>ZONE</u>	<u>EVIDENCE</u>	<u>TOTAL</u>	
7:00 AM	-	7:30 PM	-	62 cars	12	74
7:30 PM	-	12:00 MN	-	92 cars	12	104
12:00 MN	-	3:30 AM	-	62 cars	12	74
3:30 AM	-	7:00 AM	-	32 cars	12	44

Page Three

The present priority assignment system shall be abolished. Radio assignments will be dispatched as they are received. Urgent emergencies involving hazards to life and limb, and crimes with suspects on or near the scene where they might be apprehended, shall receive priority and shall be immediately assigned to a zone car which shall be taken off another assignment, if necessary.

The regular Task Force will patrol in high crime areas in all Districts and handle special police problems as they arise.

The Impact Task Force will become operational on April 23, 1973 and will provide additional coverage of 24 cars and 156 men on a two platoon basis. They will be assigned to areas in accordance with the "Impact Patrol Area Map".

FOURTH PLATOON PATROL AREAS

141 = 111 + 112

142 = 113 + 114

143 = 121 + 122

144 = 123 + 124

241 = 211 + 212

242 = 213 + 214

243 = 221 + 222 + 223

244 = 224 + 225

341 = 311 + 312

342 = 313 + 314

343 = 321 + 322

344 = 323 + 324 + 325

441 = 411 + 412

442 = 413 + 416

443 = 414 + 415 + 417

444 = 421 + 422

445 = 423

446 = 424 + 425

447 = 426 + 427

541 = 511 + 514

542 = 512 + 515

543 = 513 + 516

544 = 521 + 522

545 = 523 + 524

546 = 525 + 526

641 = 611 + 612

642 = 613 + 614

643 = 615 + 621

644 = 622 + 624

645 = 623 + 625

GENERAL POLICE ORDER

No. 6-73 HEADQUARTERS February 26, 1973

SUBJECT: SUPPLEMENT TO GPO 41-72 --
DRESS AND PERSONAL APPEARANCE CODE

TO THE MEMBERS OF THE DEPARTMENT

No unauthorized emblem or insignia of any kind shall be worn or displayed upon any part of the Cleveland Police uniform, nor worn on any item of wearing apparel by any member or employee while on duty.

Buckles on uniform belts shall be plain and shall bear no emblem or insignia.

By order of,

LLOYD GAREY, INSPECTOR
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-73 HEADQUARTERS February 20, 1973

SUBJECT: WORKMEN'S COMPENSATION CLAIM CASES

TO THE MEMBERS OF THE DEPARTMENT

Though members of the Department are not violating the law when, as attorneys, they represent other members of the Department in Workmen's Compensation cases, the Law Department ruled that the Director of Public Safety may prohibit any member of the Department from engaging in legal activities which are adverse to the monetary interests of the city.

Therefore, the Director of Public Safety has ordered that no member of the Safety Department may represent another city employee in Workmen's Compensation claims.

Members presently representing widows and retirees in cases of this type may handle them to their conclusion provided they identify these persons in a report submitted to the Chief's Office for forwarding to the Director's Office.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-73 HEADQUARTERS February 8, 1973

SUBJECT: AAA TOW PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

A revised AAA Tow Report Form 174 shall be utilized effective February 9, 1973.

Complete AAA tow procedures have been printed as an integral part of this order for individual distribution to all members.

All members shall comply with these provisions.

Commanding and Superior Officers shall be responsible for causing said compliance and shall provide the necessary supervision and instructions at Roll Calls and in the field to assure thorough familiarization and proper implementation of these procedures.

GPOs 34-69, 15-70, 40-71 and 27-72 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

SECTION 13.191602. REPORT OF CONDITION
OF MOTOR VEHICLE TAKEN INTO CUSTODY.

(a) It shall be the responsibility and duty of the police officer who orders a motor vehicle to be taken into custody and towed by private towing agencies from the scene where found to make a report of the general condition of the vehicle and a list of its contents found in and about the interior; such report shall be made in quadruplicate at the time such order or request to tow is made upon forms prescribed by the Division of Police. The original and one copy of the report shall be kept in the files of the Division of Police, one copy shall be delivered to the person who is to tow the vehicle and one copy shall be delivered to the owner of the vehicle at the time of release. The person who tows the vehicle shall sign all copies of the report prior to removing the vehicle from the scene. Provided, however, that in the case of junk, abandoned or stripped vehicles, and in the case of vehicles towed away under the emergency snow ban ordinance or in the case of vehicles towed to City of Cleveland lots, it shall not be necessary that the police officer remain at the scene until the arrival of the towing agency; provided further, that in the case of urgent police necessity, the officer may leave the scene, but shall return immediately after disposition of the emergency, or if the vehicle has been towed away, he shall go immediately to the towing agency, reinspect the vehicle and obtain the signature of the tow truck operator or the agency representative.

(b) No person shall remove tires, parts, equipment or anything of value from a motor vehicle taken into tow.

(c) Whoever violates the provisions of subsection (b) of this section shall be guilty of a misdemeanor, and upon conviction shall be fined not less than One Hundred Dollars (\$100) nor more than Five Hundred Dollars (\$500), or imprisoned not less than three months nor more than one year or both.

(d) The tow truck operator and the agency which he represents shall then be held responsible for the safe keeping of said vehicle until such time as it is reclaimed by the owner.

If the vehicle is not maintained in the same condition as when received or has had anything detached or removed from it, said towing agency shall be liable and shall compensate the owner accordingly.

(e) A conviction under this section or failure to fulfill this responsibility to properly safe keep said vehicle or to compensate for damage or loss shall result in the forfeiture of said agency's right and authority to conduct any further towing transaction for the Division of Police of the City of Cleveland.

Passed June 26, 1972

Effective June 29, 1972

GPO 4-73

February 8, 1973

SUBJECT: AAA TOW PROCEDURE

TOW PROCEDURE (AAA) GENERAL PROVISIONS

1. The following vehicles shall be subject to AAA tows unless police necessity requires different handling or a police tow.
 - a) Recovered stolen autos.
 - b) Suspected stolen autos.
 - c) Auto located for owner.
 - d) Arrests and pickups.
 - e) Damaged or abandoned vehicles after accidents.
 - f) Vehicles left unattended due to incapacity of driver. (Sudden illness or death noncriminal)
2. Requests for AAA tows shall be made via radio and shall include:
 - a) Car number requesting AAA tow.
 - b) Locations.
 - c) Year, make, model, license number and condition (no wheels - dolly requested) of the vehicle.
 - d) Reason for tow (accident, arrest, etc.)
 - e) Name and badge number or rank of requesting officer.
 - f) If the vehicle to be towed is other than a passenger car or a small truck, then the type of vehicle must be stated so that the proper towing truck can be dispatched.
3. The radio dispatcher will then relay the tow request information to the Auto Theft Records Unit (ATRU). The ATRU will then order the tow from the AAA.
4. Except for recovered stolen autos, after the arrival of the tow truck, the member who requested the tow must then telephone the ATRU for verification of the details of the tow. In cases of recovered stolen autos, the ATRU will obtain the details from the copy of the RC#1 report.
5. Members causing AAA tows shall remain on the scene until the tow truck arrives, unless required to leave for reasons of urgent police necessity.
6. Members shall inspect the vehicle to be towed and shall record the general condition and complete the inventory list on the Auto Tow Report Form 174.
7. The Tow Truck Operator must sign all copies of the Form 174 before the vehicle is released to him for towing unless the member ordering the tow is required to leave the scene before his arrival.

Page Two

8. If required to leave the vehicle for another higher priority police assignment, such as a crime in progress or one in which life or serious injury is a hazard, the member shall either return to the scene; or, if the vehicle has been already towed, he shall go to the towing agency, reinspect the vehicle, complete the Form 174 and have the tow driver or towing agency representative sign the form.
9. The Auto Tow Report, Form 174, is structured to provide all information necessary to properly handle and record the tow transaction. It shall be completely filled out in every instance except for complaint numbers which may not be available at the time.

It is a quadruplicate multicolored form. The original (white) shall be filed in the Auto Theft Records Unit. The first copy (yellow) is the owner's copy and shall be forwarded with the original to the ATRU. The owner will receive this copy when he obtains a release for his auto. The second copy (green) shall be retained by the member's Unit ordering the tow. The third copy (pink) shall be given to the tow truck driver when he signs the forms and removes the vehicle from the scene.

10. All accessories and property left in the vehicle shall be entered on the form.
11. Exclusive of vehicle accessories, all property items which can be easily removed from the vehicle, such as jewelry, cameras, radios, TVs, tape recorders, golf clubs, suitcases, clothing, and/or other valuables, shall be removed from the vehicle prior to towing and transferred to the District Headquarters where it shall be tagged, entered in the Property Book and forwarded to the Property Unit, where the owner may claim same.

This shall not apply when the property can be turned over to the owner at the scene or when the owner orders his own tow in which case the responsibility for safekeeping of the property never shifts to the officer.

12. Valuables removed for safekeeping from a recovered stolen auto shall be listed in the stolen auto recovery report, RC#1. Items removed from all other towed vehicles shall be listed on the Form 174; or, when necessary, on a separate Form #1 report, together with the circumstances which necessitated the removal. An original and one copy of the Form #1 report shall be forwarded to the ATRU, together with their copies of the Form 174.

Page Three

13. The "Property in Vehicle" section shall be properly checked as to the type of report (either RC#1 or Form #1) which was used to list the property items removed from the vehicle. If no property is found in the vehicle, the word "None" shall be written across the lines in the "Property in Vehicle" section.
14. When the owner or driver personally orders a tow, the investigating officers shall list the owner's name and address, and shall identify the vehicle by make, model and license number on the Form 174. The owner or operator shall then be asked to sign the "Private Tow Personally Ordered by Owner on Scene" portion of the Form 174. In these cases, all copies of the report shall be retained at the Unit Headquarters for one year.
15. The officer ordering the tow shall notify the owner by personal notification or by telephone and shall check the method of notification used on the Form 174. If unable to effectuate notification, he shall forward a Form #1 report to the ATRU providing information relative to notification efforts and reasons for failure to notify the owner.

ATRU personnel shall make daily checks of the Form 174 to determine the method of owner notification. When notification has not been made by the officer ordering the tow, ATRU personnel shall make notification by post card (Form 71-2102) and shall maintain a separate file on such notifications. The Officer in Charge of the ATRU shall be responsible for daily checks of the post card file and for re-notification.

16. In every case, a Superior Officer shall examine and approve the Auto Tow Reports that are turned into the Unit Headquarters for completeness (include VIN) before filing and forwarding, and shall affix his signature. These reports shall then be forwarded to the ATRU via the next mail run.

LG

GENERAL POLICE ORDER

No. 3-73 HEADQUARTERS January 31, 1973

SUBJECT: VEHICLE FUEL ACCOUNTING SYSTEM

TO THE MEMBERS OF THE DEPARTMENT

Effective February 1, 1973, the City of Cleveland, Office of Budget and Management, will initiate a new VEHICLE FUEL ACCOUNTING SYSTEM for all city vehicles. As an integral part of the system, plastic identification cards for all police vehicles and cards for each member have been prepared.

These vehicle and personnel cards will be distributed to all Divisions, Districts and Units on or before January 31, 1973. Each member shall receipt for his identification card by signing the payroll sheet provided. Completed payroll sheets shall be returned to:

VEHICLE SECTION
DIVISION OF SERVICES
EAST 49th STREET YARDS

Vehicle identification cards shall be kept on the respective vehicles in plastic pouches which shall be permanently affixed to the inside of the glove compartment.

Commanding Officers shall cause implementation and full compliance with the provisions of this order.

A detailed instruction sheet has been prepared for individual distribution.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 3-73

January 31, 1973

SUBJECT: VEHICLE FUEL ACCOUNTING SYSTEM

Effective February 1, 1973 a new Vehicle Fuel Accounting System shall become operational, utilizing a data recording device and plastic I.D. cards to record fuel and oil disbursements on new Fuel and Lube tickets.

The Daily Disbursement Record fuel form shall be discontinued.

I.D. cards are provided for each vehicle and each member of the Department. Both must be used in recording the fuel information. Each vehicle I.D. card shall be stored in its plastic pouch which shall be affixed within the glove compartment. Motorcycles shall store the I.D. card in any protected area, such as storage trunk or saddle bags. Security of the driver's personal identity card shall be the responsibility of each individual member.

Cards for new members and replacements for lost or mutilated cards shall be requested by Form #1 report, through channels, to the Vehicle Section of the Division of Services.

PROCEDURE:

Both the vehicle and the member's plastic I.D. card together with the Fuel and Lube ticket shall be placed in the data recorder. The information shall be recorded by setting the keys as follows: RED KEY for type of fuel or oil, etc. in accordance with code on ticket; TAN KEYS for the last 4 digits of the mileage; BLUE KEYS for the amount dispersed. The printing knob shall be slid across the recorder once, only, and released. The Fuel and Lube ticket shall then be removed, the gasoline pump meter number shall be entered on the face of the ticket immediately above the words "Fuel & Lube" and the ticket shall be signed and dated. The hard copy shall be placed in the storage box and the soft copy original shall be kept by the driver for his record.

If gas and oil are obtained at the same transaction, a separate ticket must be made for each item dispensed.

If for some reason a Fuel and Lube ticket must be voided due to error, print the word "VOID" across the ticket and place the entire ticket in the storage box. The Officer in Charge, on the 1st Platoon, shall remove the cards from the storage box at 7:00 AM daily, shall check them for completeness and accuracy and forward them to the Mail Center.

In the event a member does not have his driver or vehicle I.D. card at the time of a transaction, the same information may be hand printed in the designated spaces on the ticket and forwarded as provided.

GENERAL POLICE ORDER

No. 2-73 HEADQUARTERS January 23, 1973

SUBJECT: SUPPLEMENTARY SICK LEAVE PROCEDURES -
"WEEKEND RETURN TO DUTY ORDERS"

TO THE MEMBERS OF THE DEPARTMENT

A member, on the sick list or sick leave over a weekend or on a holiday when the Medical Bureau is closed, who feels that he is well enough to return to duty shall call the "Physician on Call" for that day, as designated on the monthly teletype schedule, or in his absence one of the alternates. Members shall advise him in complete detail of the nature of the illness or injury for which he had been placed on sick leave. The physician shall then determine whether the member can be returned to duty, in either regular or restricted capacity.

If directed to return to duty, the member shall notify the Officer in Charge of his District or Unit. The Officer in Charge shall call the "Physician on Call" to verify the return to duty order before placing the member back on duty.

The physician shall complete "Duty Orders" - Surgical Form #4 at the time of the next sick call at the Medical Bureau and shall cause it to be forwarded to the member's District or Unit of assignment.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-73 HEADQUARTERS January 12, 73
19

SUBJECT: BOOKING FORMS TO INCLUDE RC-1 NUMBERS

TO THE MEMBERS OF THE DEPARTMENT

Effective January 12, 1973 Booking Forms 125, 126 and 127 of all persons arrested for felonies and for Petit Larcenies from homes, offices or buildings shall contain the complaint number of the RC-1 report in connection with which the arrest was made.

Members causing the booking of a prisoner shall provide the booking officer with the related RC-1 Complaint Number.

Booking officers shall enter this number in the space titled "Complaint Number" located in the upper right portion of the booking card.

Commanding Officers shall cause continued compliance by members under their command to the requirements of this order.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 44-72 HEADQUARTERS November 16, 1972

SUBJECT: SUBPOENAS (POLICE OFFICERS) - CONTROL
& SERVICE PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

A new control and service procedure governing subpoenas issued for members of the Department by the various courts, shall become effective Friday, November 17, 1972.

It involves the maintenance of a separate Officer Subpoena Record Book in which complete information on the receipt and service of each subpoena shall be entered. The entire context of this procedural order has been separately printed for distribution to all Divisions, Districts and Units as a permanent reference.

Commanding Officers shall cause all members of their commands to become thoroughly familiarized with the provisions of this order and shall require full compliance.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 44-72

November 16, 1972

SUBJECT: SUBPOENAS (POLICE OFFICERS) - CONTROL & SERVICE PROCEDURE

The County Prosecutor and Juvenile Court have both cited instances of Cleveland Police Officers' failure to respond to subpoenas as well as failure to bring physical evidence to Juvenile Court.

All members are expressly directed to respond whenever subpoenaed and to take the physical evidence in the case to the court hearing.

In accordance with Rule 4, Paragraph 9 of the Manual of Rules and General Police Order 16-64, Sections 47 and 49, Units shall keep a record of all subpoenas received. To fulfill this requirement and to assure proper service, Divisions, Districts and Units shall maintain a separate and exclusive Subpoena Book for Police Officer's subpoenas, effective November 17, 1972. All other subpoenas shall continue to be recorded in the District or Unit Warrant Book.

Officer Subpoena Books are now available at the Supply Unit for Unit distribution.

The first page of the Officer Subpoena Book has been preprinted with the following Column headings. All columns shall be maintained and must be prepared by the Divisions, Districts and Units on all succeeding pages and in replacement books.

- Column #1 - Date received at the Unit.
- Column #2 - Unit Officer receiving the subpoena and making the entry in the book.
- Column #3 - Name of Officer subpoenaed.
- Column #4 - Court date.
- Column #5 - Court issuing subpoena.
- Column #6 - Offense charged (if noted in subpoena).
- Column #7 - Defendant's name.
- Column #8 - Subpoenaed Officer's signature.
- Column #9 - Serving Officer's signature.
- Column #10 - Date.
- Column #11 - Time of service.

The Officer in Charge at the Division, District or Unit shall be responsible for the entry of all subpoenas into the book, shall cause prompt service to be made and shall cause all column entries to be made in each case.

In circumstances requiring immediate service upon members who are off duty due to "V" days, furloughs, overtime, etc., notification shall be made by office personnel via telephone and so noted in the Officer Subpoena Book. In these cases, in the column requiring the subpoenaed officer's signature, the notation "telephone" shall be inserted in lieu of his signature. All other column entries shall be completed as though personal service was made.

Page Two

Members responding to subpoenas in Juvenile Court shall be responsible for producing all physical evidence in the case at the time of the hearing and shall return such evidence to the Property Room after completion of the case. In cases involving bulky evidence such as large office equipment, TV, etc., arresting officers shall ascertain whether a photograph will suffice by contacting the County Prosecutor's office.

Commanding Officers shall cause frequent checks of the Officer Subpoena Book by Superior Officers and full compliance with this order by all members.

GENERAL POLICE ORDER

No. 43-72 HEADQUARTERS November 9, 1972

SUBJECT: OPERATION IDENTIFICATION PROGRAM

TO THE MEMBERS OF THE DEPARTMENT

A program to reduce burglaries and facilitate return of stolen property by citizen participation in a property identification program has been made possible through the gift of 150 engraving tools to the Cleveland Police Department by the United Presbyterian Church.

This program which has reduced burglaries and aided in recovering stolen property in other jurisdictions will be placed into effect on Monday, November 13, 1972, and will operate in the following manner:

Each District Headquarters Station and Police Outreach Center will receive ten Vibro-Gravers, 1000 window decals, 1000 itemized property forms, 1000 release forms and 1000 explanatory pamphlets. Distribution will be made by the Community Relations Unit.

Following are the locations of the Police Outreach Centers involved:

3886 Lee Road	11701 Buckeye Road
2802 East 79th Street	1021 East 105th Street
8309 Quincy Avenue	8610 Hough Avenue
3311 East 55th Street	12904 Lorain Avenue

Each center is manned week days by a patrolman who will be responsible for the distribution of equipment and material and accounting for same.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 43-72 HEADQUARTERS November 9, 19 72

SUBJECT: OPERATION IDENTIFICATION PROGRAM

(Page Two)

Commanding Officers of each District shall assign an officer on the First and Second Platoons to distribute and account for equipment and material at the stations.

All Vibro-Gravers have been marked with an identification number which shall be used for recording and accounting purposes.

The program is open to any adult citizen over 18 years of age residing in Cleveland.

Citizens should be directed to their own District area to borrow said tool. Before issuing the equipment, the officer in charge of same shall satisfy himself as to the identity of the citizen requesting it. He shall then issue him an Engraving Tool, and Instruction Pamphlet on use of the tool, and an Itemized Property Form in duplicate.

The citizen shall sign a Release Form in duplicate for the tool, then use the tool to etch his SOCIAL SECURITY NUMBER on valuable articles at his home, such as television sets, radios, cameras, small appliances, luggage, valuable cutware, lawnmowers, etc. He shall list each item marked for identification on the Itemized Property Form. Upon completion, he shall return the tool and the completed Itemized Property Form to the District Station or Police Outreach Center from which he received it, retaining a copy of the Itemized Property Form for his own files. Include the citizen's telephone number on the Release Form in order to contact him in the event he is late in returning the tool.

(Continued on Page Threc)

GENERAL POLICE ORDER

No. 43-72

HEADQUARTERS November 9, 1972

SUBJECT: OPERATION IDENTIFICATION PROGRAM

(Page Three)

The officer in charge of distribution shall verify the return of the tool on the Release Form and give the citizen two Operation Identification Decals to paste on the front and/or rear windows or doors of his home. Decals are of two types, for pasting on glass or on wood -- the citizen should request the type he needs.

Originals of the Itemized Property Forms shall be forwarded to the Pawn Unit of the Division of Criminal Investigation where they shall be kept on file for the purpose of identifying stolen property.

Should an engraving tool be damaged, or the carbide point require replacement, it shall be returned to the Community Relations Unit for replacement.

Additional Forms and Decals will also be available at the Supply Unit.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 42-72

HEADQUARTERS October 31, 1972

SUBJECT: BUREAU OF COMPLAINT FORMS

TO THE MEMBERS OF THE DEPARTMENT

The official five-part complaint forms which are forwarded to this Department from the Bureau of Complaints, City Clerk's Office, City Hall, shall be answered within one week from date of receipt. They are to be promptly and efficiently processed.

The following procedures which are necessary to control the distribution and return of these complaint forms shall be followed:

The File Copy (dark yellow) will remain in the Chief's Office. The Field Copy (white) shall be kept on file at the District or Division Office as a control copy. The remaining three copies -- Original (white), Complaint Bureau Copy (light yellow), and Department's Copy (Pink) shall be used by the investigating officer to record the results of his action taken and, when completed, returned to the Chief's Office. The answered complaint will then be compared with the Chief's Office File Copy and forwarded to the Bureau of Complaints.

Commanding Officers of Districts and Divisions shall cause prompt and proper action and returns to be made.

Memo 203 of 1954 and Memo 22 of 1956 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 41-72 HEADQUARTERS, October 27, 1972

SUBJECT: DRESS AND PERSONAL APPEARANCE CODE

TO THE MEMBERS OF THE DEPARTMENT

The Departmental Dress and Personal Appearance Code shall become effective October 27, 1972. It shall govern officers, members and employees of the Division of Police and shall receive full compliance.

Commanding Officers shall cause frequent inspections to insure compliance and shall take proper action for violations.

The entire code has been separately printed for individual distribution and sufficient copies shall be forwarded to Commanding Officers for that purpose.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 41-72

October 27, 1972

SUBJECT: DRESS AND PERSONAL APPEARANCE CODE

All members of the Division of Police are governed by the provisions of Rule 58 of the Manual of Rules which states:

1. Officers and members of the Division of Police shall wear such uniforms as may be designated by the Chief of Police.
2. Those on duty shall be completely and properly uniformed and equipped according to their rank or position and the duty to which they are assigned or detailed. When engaged in special duty, they may be permitted to wear civilian clothing, upon the approval of the Officer in Charge.
3. Those assigned to uniform duty shall appear in court in uniform.
4. Those in uniform shall wear them completely buttoned; and shall display the badge on the outside of the outermost garment, over the left breast.
5. They shall be neat, clean and well groomed at all times. Uniform and civilian clothes shall be cleaned, pressed and kept in good condition.

The foregoing regulations and the following dress and appearance code shall require strict compliance by all members and employees who perform associate police functions:

- A. The uniform of the day shall be designated by the ranking Officer in Charge of the Unit or Platoon or special police detail at the commencement of the tour of duty in accordance with the following provisions:
 1. The long or short overcoat shall be worn for outside duty during the months of November, December, January and February, and whenever the temperature drops or is anticipated to drop below fifty-five degrees (55°). Superior Officers of the rank of Lieutenant and above may wear the regulation officer's topcoat under the same conditions. Overcoats and topcoats need not be worn during any tour of duty when the temperature is above 55°.
 2. The uniform blouse shall be worn for outside duty during March, April, May, September and October and whenever the temperature is 65° or lower or is anticipated to drop to that level. The uniform blouse need not be worn during any tour of duty when the temperature is above 65°.

Page Two

3. The long sleeve shirt with tie shall be the standard and may be worn for outside duty without blouse or overcoat when temperature ranges between 65° and 75°.
 - (a) The blue uniform shirt and blue tie is designated for Patrolmen and Sergeants.
 - (b) The white shirt and black tie is designated for the ranks of Lieutenant and above.
4. The short sleeve shirt without tie may be worn whenever temperatures rise or are anticipated to rise above 75° during a given duty tour during the months of May, June, July, August and September.
5. Officers assigned to indoor duty may substitute the short sleeve shirt with tie when outdoor temperatures are 75° or lower.
6. Trousers shall be navy blue in color and of conventional cut, neither tapered excessively nor flared, nor shall they be the slim leg type or of any material other than 15 ounce or 10 ounce wool material. The black trouser braid or stripe shall be worn by the ranks of Lieutenant and above.
7. Uniform caps shall be worn at all times in public and on patrol, except when inside police buildings, eating in restaurants, in court and other similar indoor Police functions.
8. Other uniform clothing shall be subject to the following requirements:
 - (a) Shoes, gloves, overshoes and boots shall be black in color.
 - (b) Socks, sweaters and scarves shall be black or dark blue in color.
 - (c) Shoes shall be plain black leather without design, either Navy type oxfords or ankle height.
 - (d) Raincoats shall be reversible black and orange with the latter color reserved for use in traffic.

Raincoats shall be kept available for instant use during or when inclement weather is anticipated and whenever ordered by the Commanding Officer or the Officer in Charge.

Page Three

- (e) Leather jackets and Eisenhower jackets may be worn by officers assigned to solo and three wheel motorcycles, and by Task Force personnel.
- (f) While operating motorcycles, members shall wear the hard helmet.

B. Personal appearance and grooming regulations:

1. Excessively long hair which prevents proper positioning of the uniform cap is prohibited. Hair shall be kept cut and trimmed above the level of the collar line.
2. Sideburns shall not extend below the ear lobe. They shall be kept neatly trimmed and mutton chop sideburns are prohibited.
3. Mustaches shall be kept neatly trimmed and shall not extend below the upper lip.
4. Beards and goatees are prohibited.

Deviation from these dress code and personal appearance regulations when required for special police purposes may be authorized by Commanding Officers, but only with the express approval of the Chief of Police.

GENERAL POLICE ORDER

No. 40-72 HEADQUARTERS October 23, 1972

SUBJECT: VICE ENFORCEMENT UNIT

TO THE MEMBERS OF THE DEPARTMENT

There is hereby created a Vice Enforcement Unit with city wide jurisdiction and responsibility for the suppression and enforcement of gambling, prostitution, liquor laws and all other vice violations.

This Unit will be headquartered at the Am Stan Building, 1825 Lakeside Avenue.

All information and complaints concerning vice violations, upon which immediate enforcement action cannot be taken, shall be the subject of a Form #1 report forwarded through channels. These will be referred to the Vice Enforcement Unit.

This shall not relieve any member of the Department of the responsibility to take the proper action upon those violations coming to their attention and requiring immediate action.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

39-72

October 23, 72

No. _____ HEADQUARTERS _____ 19 _____

ENFORCEMENT OF SECTION 9.0936 (KEYS

SUBJECT: LEFT IN CARS)

TO THE MEMBERS OF THE DEPARTMENT

City Ordinance Section 9.0936 of the Traffic Code makes it a violation of the Parking Section to park a motor vehicle on any street unless he shall first lock the ignition, remove the key therefrom and take such key with him.

Therefore, all members of the Department, irrespective of their assignment, shall, whenever possible, make observation of vehicles parked on the street. Where ignitions are found unlocked, or when keys are found in the ignition, a Notice of Violation (parking ticket) shall be issued.

In cases where keys are found in the ignition, the member shall remove and take same to the District Headquarters without delay. The keys should then be tagged listing the make, type, and license number, as well as the location, time and date of violation. In the remarks section of the parking ticket, a notation shall be inserted, that the key has been removed and may be recovered at the District, adding the address of the District Headquarters.

Violation of Section 9.0936 is subject to a \$6.00 waiver privilege, as are other parking violations of this type under Section 9.3704 of the Traffic Ordinances of Cleveland.

General Police Orders 38-72, 9-70, 19-69 and 13-68 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 38-72 HEADQUARTERS October 17, 1972

SUBJECT: ENFORCEMENT OF SECTION 9.0936 (KEYS
LEFT IN CARS)

TO THE MEMBERS OF THE DEPARTMENT

General Police Order 38-72 is hereby rescinded and replaced by General Police Order 39-72.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 37-72 HEADQUARTERS October 17, 1972

SUBJECT: VISITATIONS TO LIQUOR ESTABLISHMENTS
TO THE MEMBERS OF THE DEPARTMENT

Officers, members and employees shall not enter or visit any Bar, Cafe or other establishment wherein liquor, beer or wine are dispensed for consumption on the premises, while on duty or in uniform, except on official business or in response to a specific complaint or request for assistance.

This prohibition shall not apply to liquor permit premises which operate principally as restaurants and have separate dining facilities. These may be patronized for the purpose of having lunch.

Commanding Officers shall cause strict compliance with the provisions of this order. All Superior Officers shall closely supervise their subordinates and shall initiate disciplinary action for any violation.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 36-72 HEADQUARTERS October 16, 19 72

SUBJECT: AMENDMENT & SUPPLEMENT TO
COMMUNICATIONS CONTROL CENTER
RADIO PROCEDURES (GPO 39-70)

TO THE MEMBERS OF THE DEPARTMENT

General Police Order 39-70 - CCC - Radio Procedures
shall be amended and supplemented as follows:

The paragraph beginning with the sentence "A radio dispatcher is assigned to each Police District and is responsible for the control of members, employees and vehicles assigned to Radio Dispatch in that District.".... shall be deleted and replaced with the following sentence and additional procedural directive:

"A radio dispatcher is assigned to each Police District and is responsible for the dispatching of personnel and vehicles subject to radio dispatch in that District.

The manner in which a field assignment is handled shall be the responsibility of the personnel dispatched.

Officers may not refuse an assignment except for reasons of police necessity and greater priority requirement of another police need. In all such cases, an explanatory report must be made and forwarded.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 36-72 HEADQUARTERS October 16, 19 72

SUBJECT: AMENDMENT & SUPPLEMENT TO
COMMUNICATIONS CONTROL CENTER
RADIO PROCEDURES (GPO 39-70)

(Page Two)

Field supervisory officers shall have the final authority to control and reassign field units as they deem necessary to satisfy police requirements in each case. They shall promptly notify the Radio Dispatcher whenever such action is taken."

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 35-72 HEADQUARTERS September 25, 72
19

SUBJECT: JUVENILE ARREST, DETENTION, COMPLAINT
FILING AND REPORTING PROCEDURES
JUVENILE COURT LIAISON OFFICER

TO THE MEMBERS OF THE DEPARTMENT

The Ohio Rules of Juvenile Procedures have been amended by the Ohio Supreme Court. They govern all police actions that involve the arrest or taking into custody of juveniles, as well as the detention placement of juveniles and the Juvenile Court Complaint Filing process.

In conformance with these new rules, Departmental procedures have been modified and printed along with Rules 6 and 7 of said Ohio Rules of Juvenile Procedure, all of which shall constitute the controlling procedural order.

All members shall comply with this order in every detail.

Commanding Officers shall cause distribution of a copy to each member in his Division or District.

General Police Orders 26-66, 10-71 and 11-64 are rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 34-72 HEADQUARTERS September 12,¹⁹ 72

SUBJECT : SUPPLEMENT TO GPO 30-72 - PROCEDURE
FOR THE HANDLING & DISPOSITION OF
STOLEN, LOST OR OTHER DISPLACED
LICENSE PLATES.

TO THE MEMBERS OF THE DEPARTMENT:

Effective September 12, 1972 the following sentence shall be part of procedural step number 4: "The member completing this form shall place his name and badge number or rank in the lower left hand corner just above the numbers C of C 71-2102 B."

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-72 HEADQUARTERS August 18, 1972

SUBJECT: EVIDENCE TECHNICIAN PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Personnel trained as Evidence Technicians shall follow the procedures listed below, as well as the duties described in G.P.O. 32-72.

1. Evidence Technicians shall report all assignment dispositions to the Scientific Identification Unit (SIU) by calling Lines 327, 328 or 329. These dispositions shall include: Complainant, address, specific details of the examination, type of crime, District of occurrence and the names of the examining officers.
2. Evidence Technicians shall complete, in triplicate, a structured Form C of C 71-10A after every examination. All evidence (trace, fingerprint and crime scene photos) shall be delivered to the SIU as soon as practical after the examination and before reporting off duty.
3. At the SIU, the Evidence Technician shall assign proper identifying numbers to this evidence, complete all necessary envelopes, complete Evidence Run Book entries and the necessary Form C of C 71-10A.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 33-72 HEADQUARTERS August 18, 72 19

SUBJECT : EVIDENCE TECHNICIAN PROCEDURES

(Page Two)

4. The Form C of C 71-10A shall be made in all cases whether or not evidence is found. It shall be approved by a Superior Officer of the SIU and filed as follows:

- a. Original to the SIU.
- b. First copy to the Detective Division.
- c. Second copy to the District involved.

In the event the examination discloses negative information, record this information on the Form C of C 71-10A and forward to the SIU by departmental mail.

Commanding Officers shall cause full compliance with the provisions of this order.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 32-72 HEADQUARTERS July 24, 1972

SUBJECT: ASSIGNMENT OF MODEL EVIDENCE SEDANS
TO POLICE DISTRICTS

TO THE MEMBERS OF THE DEPARTMENT

Commencing July 24 1972, twelve marked police sedans will be assigned to the Basic Patrol Division as part of Federal Grant (LEAA) #70 DF 147 (Model Evidence Technician Force). They will be assigned two to each of the six Districts in the following manner:

<u>DISTRICT</u>	<u>ZONE</u>	<u>CODE NO.</u>
1	113	22 P 260
1	131	22 P 261
2	211	22 P 262
2	223	22 P 263
3	323	22 P 264
3	342	22 P 265
4	413	22 P 266
4	434	22 P 267
5	513	22 P 268
5	534	22 P 269
6	622	22 P 270
6	644	22 P 271

At least one officer trained as an Evidence Technician shall be assigned to each vehicle at all times. Their duties will be as follows:

(Continued on Page Two)

GENERAL POLICE ORDER

No. 32-'72 HEADQUARTERS July 24, 1972

SUBJECT: ASSIGNMENT OF MODEL EVIDENCE SEDANS
TO POLICE DISTRICTS

(Page Two)

- A. Collection and preservation of scientific evidence such as latent fingerprints, trace evidence and photographs at crime scenes (except homicides, safe jobs, bombings and other crimes requiring long and intensive crime scene searches which will be handled by the S.I.U. personnel).
- B. Collection of scientific evidence, photographs and measurements at scenes of fatal accidents, serious non-fatals, hit-skip accidents and accidents involving drunken drivers when no Accident Investigation Unit car is available.
- C. Field Booking in connection with mass arrests and civil disturbances.
- D. Crime preventive patrol in their Zones, subject to regular radio assignments.

These vehicles shall be assigned to zone patrol duty only, with the foregoing duty responsibilities.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

SGT. BREARY

G.P.O. 31-72

July 20, 1972

SUBJECT: MESSAGE RECORDING REPORT SYSTEM

A telephone Message Recording System has been established in the Record File Section of the Division of Services. The purpose of this system is to do away with the time delay in calling reports into the Report Center, thus giving more time for patrol. Districts will be phased into operation in accordance with the following schedule and instructions:

8:00 A.M. July 31	3rd District, Criminal Investigation Units at Central Station including Women's Unit and Juvenile Unit
8:00 A.M. August 7	1st District, 2nd District, 4th District and Traffic Units.
8:00 A.M. August 14	5th District, 6th District, Task Force, Criminal Investigation Units at the Amstan Building, and all other Units.

The Message Recording System combines the RC-1 Reporting System with a new method of telephoning reports into the Report Center where they will be automatically received on recording devices. These recorded messages will then be typed onto RC-1 Report Forms by clerk typists.

The completed RC-1 Reports will then be forwarded to the reporting officer's Unit for examination and approval, after which the original shall be returned to the Report Center. Questionable reports will be accompanied by a check list form, itemizing errors and deficiencies in the reporting officer's manner of dictation. ~~The immediate Supervisors shall cause the necessary corrections to be made and shall~~ reinstruct the officers in reporting and dictation procedures, when necessary. He shall endorse the form and return it to the Report Center.

Complete report making procedural instructions have been prepared for individual distribution as an integral part of this order.

In addition to these permanent procedures, a training bulletin shall be issued to each member and shall require full compliance.

Prior to actual entry into the system, all Districts and Units will received closed circuit TV training and all members of Line Units will be required to call in at least two sample reports during the practice period.

The following General Police Orders are hereby rescinded: 14-58, 25-60, 12-64, 13-64, 19-65, 32-69, 36-69, 7-70.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 31-72 HEADQUARTERS July 20, 1972

SUBJECT: MESSAGE RECORDING REPORT SYSTEM

TO THE MEMBERS OF THE DEPARTMENT

A telephone Message Recording System has been established in the Record File Section of the Division of Services. The purpose of this system is to do away with the time delay in calling reports into the Report Center, thus giving more time for patrol. Districts will be phased into operation in accordance with the following schedule and instructions:

8:00 A.M. July 31 3rd District, Criminal Investigation
Units at Central Station including
Women's Unit and Juvenile Unit

8:00 A.M. August 7 1st District, 2nd District, 4th
District and Traffic Units

8:00 A.M. August 14 5th District, 6th District, Task Force,
Criminal Investigation Units at the
Amstan Building, and all other Units

The Message Recording System combines the RC-1 Reporting System with a new method of telephoning reports into the Report Center where they will be automatically received on recording devices. These recorded messages will then be typed onto RC-1 Forms by clerk typists.

The completed RC-1 Reports will then be forwarded to the reporting officer's Unit for examination and approval, after which the original shall be returned to the Report Center. Questionable reports will be accompanied by a

(Continued on Page Two)

GENERAL POLICE ORDER

No. 31-72 HEADQUARTERS July 20, 1972

SUBJECT: MESSAGE RECORDING REPORT SYSTEM

(Page Two)

check list form, itemizing errors and deficiencies in the reporting officer's manner of dictation. The immediate Supervisors shall cause the necessary corrections to be made and shall reinstruct the officers in reporting and dictation procedures, when necessary. He shall endorse the form and return it to the Report Center.

Complete report making procedural instructions have been prepared for individual distribution as an integral part of this order.

In addition to these permanent procedures, a training bulletin shall be issued to each member and shall require full compliance.

Prior to actual entry into the system, all Districts and Units will receive closed circuit TV training and all members of Line Units will be required to call in at least two sample reports during the practice period.

The following General Police Orders are hereby rescinded: 14-58, 25-60, 12-64, 13-64, 19-65, 32-69, 36-69 and 7-70.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. ~~30~~ 72

HEADQUARTERS ~~July 13,~~ 19~~72~~

SUBJECT: PROCEDURE FOR THE HANDLING AND
DISPOSITION OF STOLEN, LOST OR
OTHER DISPLACED LICENSE PLATES

TO THE MEMBERS OF THE DEPARTMENT

Effective July 15, 1972, stolen, lost or other displaced license plates that come into the possession of the members of the Department shall be tagged, entered into the Property Book, returned to the owner or forwarded to the Property Unit in accordance with the detailed procedural instructions which have been separately prepared for individual distribution as an integral part of this order.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 29-72 HEADQUARTERS July 13, 1972

SUBJECT: REVISED PROPERTY TAG FORM #60-3 --
PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Effective July 15, 1972, a revised Property Tag Form #60-3 shall be placed into use by members of the Department.

This tag shall be completed and attached to all property which comes into the custody of the Department in the categories of "Evidence/Confiscate/and Ret. to Owner" except:

- a) Property which can be placed into an evidence envelope Form #68.
- b) Firearms which shall continue to be tagged with Form #60-2 with its attached bullet bag under procedures set forth in GPO 21-70 -- "Firearms Seizure - Property Handling Procedures".

Separately printed detailed instructions for the completion of this revised tag #60-3 shall be an integral part of this procedural order.

Commanding Officers shall cause a copy to be issued to each member in their respective Division, District, or Unit. Supplies are being forwarded for this purpose.

By order of,
GERALD J. RADEMAKER
CHIEF OF POLICE

G.P.O. 28-72

July 6, 1972

DETAILED INSTRUCTIONS FOR COMPLETION OF FORM C of C 71-2500 --
"STATUS OF ASSIGNED PORTABLE TRANSCEIVERS"

Forms for each Unit have been preprinted with the serial numbers of the transceivers issued to them and are stapled together in predetermined sets in accordance with each Unit's individual needs. Each set of forms has numbered pages and each page is imprinted with the District, Division or Unit to which the serially listed transceivers are assigned. The last page of each set is an extra sheet to be utilized to record the serial numbers of additional or replacement transceivers and loaners from Radio Repair or other Units.

Any questions as to assigned totals of equipment or their serial numbers shall be referred to Radio Logistics.

THE FORM SHALL BE MAINTAINED IN THE FOLLOWING MANNER:

1. The numbered column is for easy totaling.
2. The "Serial No." column is preprinted in numerical sequence.
3. Columns: "Used By", "Spare", "Bad Order Date", and "Date Sent to E. 49th St. Repair" are the four status columns. Only one entry shall be made for each Radio unless the status of said Radio changes during a tour of duty. In this case, the change of a previous entry shall be made by interlineation (cross out), and an appropriate new entry inserted.
 - a) The "Used By" column shall designate the vehicle or beat to which the individual user of the Radio is assigned.
 - b) The "Spare" column shall be checked when that particular transceiver is serviceable, but not in use. A status change will necessitate interlineation and a new entry.
 - c) The "Bad Order Date" column shall contain the date that the transceiver is turned in to its Unit in unserviceable condition. When a radio becomes unserviceable while in use, it shall be turned in, bad ordered, and signed for by a Superior Officer. The original status entry shall be crossed out and a "Bad Order Date" column entry made.
 - d) In the "Date Sent to E. 49th St. Repair" column, record the date the transceiver or accessory is forwarded to E. 49th St. Radio Repair. If an entry has already been made in another status column and a radio is subsequently sent to Radio Repair, again, the first entry shall be crossed out and the new entry made.
4. The "Sign-Out" column shall be signed by the officer to whom the transceiver is issued for use.
5. The "Sign-In" column shall be signed by the Superior Officer to whom the transceiver is returned after usage.

Page Two

6. The line "TOTALS" shall be used as a status and inventory reference. The "TOTALS" entry in the "Serial No." column must balance with and equal the total of the remaining four status columns combined.
7. At the bottom of each page in each set of forms, the inventory summary "Radio/Accessories" shall contain the number of radios and accessories on that page as recorded in each of the categories specified on lines (a), (b) and (c).
8. The "Totals" of categories (a), (b) and (c) on each page shall be recorded on each page on the "Totals" line.
9. On Page 1, the (d) "Grand Totals" entry shall reflect the totals of all pages used in recording the inventory.
10. The section (e) "Totals Assigned" entries on Page 1 shall reflect the total number of radios and accessories assigned to the Unit and must equal the "Grand Totals" figures on the line immediately above them.
11. The section "Battery Chargers" shall reflect the number and kind on hand.
12. The "Approved By" line shall be signed by the relieving Officer-in-Charge after he has checked the inventory pages for correctness and accounted for all the listed items. Thereafter he will be the accountable officer.
13. Only the original copy of the C of C 71-2500 shall be required. It shall be kept by Administrative Units for record purposes for a period of not less than thirty days. If shortages occur, a prompt investigation and reports shall be made. In these cases, the copy of the C of C 71-2500 reflecting the shortage shall be retained and made part of the investigation's permanent file.
14. Administrative Units shall obtain from the Supply Unit a ledger which shall be maintained by the Unit as a means of control when transceivers or accessories are left at E. 49th St. Repair and, then again, when returned to the Unit.

GENERAL POLICE ORDER

No. 28-72 HEADQUARTERS July 6, 19 72

SUBJECT: PORTABLE TRANSCEIVER CONTROL AND
INVENTORY PROCEDURES - "STATUS OF
ASSIGNED PORTABLE TRANSCEIVERS"
REPORT FORM C of C 71-2500

TO THE MEMBERS OF THE DEPARTMENT

Effective Monday, July 10, 1972, the new form C of C 71-2500 "STATUS OF ASSIGNED PORTABLE TRANSCEIVERS" shall be placed into usage throughout the Department.

The form shall be used for the control and inventory of portable transceivers and their accessories by all Divisions, Districts and Units to which this equipment is assigned.

The forms for each Unit have been preprinted with the serial numbers of the transceivers issued to them and are stapled together in predetermined sets in accordance with each Unit's individual needs.

Detailed procedural instructions have been prepared for Unit distribution as an integral part of this order.

Commanding Officers shall cause full compliance with all provisions of this order.

Any question as to assigned totals of equipment or their serial numbers shall be referred to Radio Logistics.

Unit supplies are now available at the Supply Unit.

By order of,

LLOYD GAREY
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 27-72 HEADQUARTERS, June 30, 72

SUBJECT: TOWING PROCEDURES (AAA)

TO THE MEMBERS OF THE DEPARTMENT

Whenever a member causes a vehicle to be towed by AAA Tow Truck he shall remain on the scene until the tow truck arrives unless required to leave for reasons of urgent police necessity.

Said member shall complete Auto Tow Report C of C 71-174 in quadruplicate upon which he shall include the following information:

- 1) The location from which the vehicle was towed shall be inserted at the top center of the form.
- 2) The Vehicle Identification Number (VIN) shall be inserted immediately below the space provided for the "License No.".
- 3) In the space provided for "Personal Property in Car", a complete discription of the vehicle's condition and contents shall be entered. This shall include an itemized list of all parts and accessories which are missing. If the vehicle is intact, a notation "Vehicle Intact" shall be inserted. If damaged, the damage shall be briefly noted, eg: Front damaged - right side damaged, etc. When the glove compartment and/or trunk are locked, it shall also be so noted. The back of the form shall be used to record this information, if necessary.

(Continued on Page Two)

GENERAL POLICE ORDER

NO. 27-72

HEADQUARTERS June 30, 72

SUBJECT: TOWING PROCEDURES (AAA)

(Page Two)

The member shall then obtain the signature of the Tow Truck Operator at the bottom of all copies of the completed form. When the back of the form is used to record an inventory of property or to list missing items, it shall also be signed by the Tow Truck Operator.

One copy of the report shall be given to the Tow Truck Operator, one copy shall be retained on file at the District or Unit Headquarters and the original and remaining copy shall be forwarded to the Auto Theft Unit. When the owner applies for the release of his auto, the copy shall be given to him along with his release.

If required to leave the vehicle for another higher priority police assignment, such as a crime in progress or one in which life or serious injury is at hazard, the member shall return to the scene; or, if the vehicle has been already towed, he shall go to the towing agency. He shall then complete the above required reporting procedures, reinspect the auto, and shall obtain the signature of the Tow Truck Operator or Towing Agency representative, leaving with them a copy of the form.

Members causing such tows to be made shall examine the vehicles carefully and shall accurately record the required information.

(Continued on Page Three)

GENERAL POLICE ORDER

NO. 27-72 HEADQUARTERS June 30, 72

SUBJECT: TOWING PROCEDURES (AAA)

(Page Three)

In every case, a Superior Officer shall examine and approve the Auto Tow Reports that are turned into the Unit Headquarters for filing and forwarding, and shall affix his signature.

Commanding Officers shall cause strict and continued compliance with the provision of this procedural order.

G.P.O.s 34-69 and 15-70 are hereby rescinded.

By order of,

LLOYD GAREY
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

26-72
NO. _____

HEADQUARTERS June 22, 72
19 _____

SUBJECT: NEW REVISED DUTY REPORT

TO THE MEMBERS OF THE DEPARTMENT

Effective Saturday, July 1, 1972, the new Revised Duty Report Form C of C 71-ZC-1 REV. shall replace the present Basic Patrol Duty Report.

The Revised Duty Report has incorporated some features of the old Basic Patrol Duty Report, added an in-detail equipment check and has eliminated non-essential elements which are no longer considered essential.

A detailed instruction sheet has been prepared as an integral part of this order. Commanding Officers of Districts, Divisions, and Units shall cause a copy to be distributed to each member.

Supplies of the Duty Report form are now available at the Supply Unit.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

G.P.O. #26-72

NEW REVISED DUTY REPORT -- INSTRUCTIONS FOR COMPLETION

DUTY REPORT

1. In the column headed "source", four different designations are used to indicate the original source of the assignment.
 - a) B - Broadcast - indicates the assignment was originally received by actual voice broadcast from Radio.
 - b) T - Telephone - indicates the assignment was received directly by telephone communication. This does include the assignment given by Radio broadcast, "Call Radio by land phone for assignment".
 - c) D - District - indicates the assignment was received from the District or Division to which the officers are assigned or from which they received an assignment.
 - d) O - On View - indicates the assignment was encountered on view by the officers or received from a citizen on the street or some similiar means.
2. The time the assignment was received, the time of arrival and time completed shall be recorded to the nearest minute in the column headed for each entry.
3. All duty time must be accounted for and there shall be no more than a 10 minute time lapse between Radio assignments or other police activities.
4. The "location of the assignment" shall be designated by house number and street, or to the nearest intersection, or as given by Radio.
5. The "nature of assignment" shall be recorded exactly as given by the Radio Dispatcher.
6. The "disposition" column shall be completely and accurately filled. Additional lines shall be used when needed. The disposition shall state the title of the report made with Complaint Number or it shall state No Report which can be abbreviated "N.R.". Other abbreviations which will be acceptable for disposition are "G.O.A." - Gone on Arrival; "U.T.L." - Unable to Locate; "N.S.A." - No Such Address; "ADV. PROS." - Advised to See Police Prosecutor; "REF. J.C." - Referred to Juvenile Court. The disposition "ADVISED" by itself will not be accepted. The agency the complaint is referred to must always be designated.

- 2 -

If an arrest is made, the name of the person arrested shall be given. If more than one arrest is made, one name followed by the abbreviation "etal" will suffice. When a complaint is received, the name of the complainant shall be listed whether a report is made or not. (In cases of refusal to identify, it shall be reported, "ID - REFUSED".)

7. Lunch period shall be placed in the main body of the report and limited to twenty minutes.
8. Personnel will record the number of traffic citations and parking tickets issued, and the mileage and Radio assignment totals.
9. The car and equipment check section requires a detailed check of all equipment assigned to the vehicles and the signatures of the officers, both those reporting on and those reporting off duty. Squad Sergeants shall be responsible for their respective squad's inspections. Sector Lieutenants shall make periodic checks for compliance with this order.
10. In the cases of vehicles that are out of service, the Officer-in-Charge of the station on each platoon shall cause daily inspections to be made of both the vehicles and the equipment. These inspections must be carried out in the same manner as for a car in-service and a duty report shall be filled out with the proper entries and signature of inspecting officers. "Out-of-Service" shall be written across the body of the report. Since equipment shortages can easily occur while vehicles are out of service, the utmost care must be taken in making these inspections and in reporting thereon. The damage entry of cars which are out-of service and which have been placed in the shop shall be marked "Not Known - In Shop".
11. Vehicle damage entries shall be made in the book that is kept in each District to record vehicle washes and service. These damage notations shall include the date, time, and type of damage together with a statement as to whether reports have been made and it shall be signed by the officer making the entry.
12. When Units do not possess or carry all the items listed in the equipment section of the duty report, members shall place a dash (--) after each item not carried.
13. If inspections disclose any shortages in equipment or new damage to the vehicle, prompt investigation and reports must be made.

G.P.O. 7-65 is hereby rescinded.

GENERAL POLICE ORDER

No. 25-72 HEADQUARTERS May 31, 72
1972

SUBJECT: ESTABLISHMENT OF SEPARATE ROBBERY AND
SEX CRIMES UNITS

TO THE MEMBERS OF THE DEPARTMENT

G.P.O. 41-71 establishing a combined Robbery-Sex Unit is hereby rescinded. A separate Robbery Unit and a separate Sex Crimes Unit have now been activated in the Division of Criminal Investigation.

ROBBERY UNIT

The Robbery Unit shall serve as a clearing house of information and coordinate police activity in the investigation of Robberies, Assaults to Rob and Purse Snatchings.

Personnel assigned shall make original investigations of all robberies of banks and financial institutions and conduct original or follow-up investigations of other robberies when deemed necessary by the Officer in Charge of the Unit or the Commanding Officer of the Division of Criminal Investigation.

When Form #1 reports are made on robberies, copies shall be forwarded promptly to the Robbery Unit. When the information requires immediate action, the Unit shall be contacted by telephone.

(Continued on page Two)

GENERAL POLICE ORDER

No. 25-72 HEADQUARTERS May 31, 72
19

SUBJECT: ESTABLISHMENT OF SEPARATE ROBBERY AND
SEX CRIMES UNITS

Page Two

SEX CRIMES UNIT

The Sex Crimes Unit shall serve as a clearing house of information and coordinate police activity in the investigation of Sex Crimes.

Personnel assigned shall conduct follow up investigations of sex crime felonies and make original investigations when deemed necessary by the Officer in Charge of the Unit or the Commanding Officer of the Division of Criminal Investigation.

Prostitution, Pandering, Procuring and Misdemeanor Sex violations shall continue to be the responsibility of District personnel unless otherwise directed by the Chief or the Commanding Officer of the Division of Criminal Investigation.

Obscene telephone calls shall be the responsibility of the Technical Intelligence Unit of the Division of Criminal Investigation.

(Continued on page Three)

GENERAL POLICE ORDER

No. 25-72 HEADQUARTERS May 31, 72
19

SUBJECT: ESTABLISHMENT OF SEPARATE ROBBERY AND
SEX CRIMES UNITS

Page Three

When Form #1 reports are made on sex crimes, copies shall be forwarded promptly to the Sex Crimes Unit. When the information requires immediate action, the Unit shall be notified by telephone.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 24-72 HEADQUARTERS May 11, 72
19

SUBJECT: SPECIAL ATTENTION TO PLAYGROUNDS,
SCHOOL YARDS AND RESIDENTIAL AREAS

TO THE MEMBERS OF THE DEPARTMENT

Members are hereby directed to give special attention to playgrounds, school yards and residential streets. Large groups of rowdies have been frequenting these areas and have become a constant source of annoyance and concern to residents.

Commanding Officers will, therefore, cause these areas to be inspected as frequently as possible by members of their command and take whatever enforcement action that is needed.

As authorized by Municipal Ordinance 7.032801, the Commissioner of Recreation has determined the hours of operation of recreational facilities to be 9:00 AM to 9:00 PM. This ordinance provides that no unauthorized person shall be or remain on or in any of said areas during the period that they are closed.

Violators shall be warned and dispersed; flagrant violators shall be arrested and charged.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 23-72 HEADQUARTERS May 9, 19⁷²

SUBJECT: FEDERAL GRANT PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

It shall be the responsibility of the Planning & Research Unit to maintain a master control file on all federal grants received by the city.

All requisitions, tallies and vouchers for equipment and services requested on federal grant program shall be forwarded to the Planning & Research Unit for verification against the file.

Upon approval, the Planning & Research Unit shall forward such papers through the usual channels.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-72 HEADQUARTERS April 28, 72
19

SUBJECT : ANTI-LITTER ORDINANCE -- VIOLATORS TO
BE PROSECUTED

TO THE MEMBERS OF THE DEPARTMENT

Members are hereby directed to enforce Anti-Litter Ordinances, as provided in Chapter 54, Part 3 of the Sanitary Code. Particular attention shall be given to violators of Section 3.5413, "Litter on Vacant Lands".

When violations are observed, summary arrests shall be made and prior to the next day's Court, papers shall be obtained from the Prosecutor. A Form #1 report describing the details of arrest shall be presented to the prosecutor at the time he is consulted.

Copies of Chapter 54, "ANTI-LITTER ORDINANCE" are being forwarded to Districts and Units for their usage.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

THE CALENDAR

The following measures will be on their passage at next meeting:

ORDINANCES

Ord. No. 1695-03.

By Messrs. Katalinas, Pilch, Sinkevicz, Gaines, Leo Jackson and M. Morris Jackson.

An emergency ordinance to supplement The Codified Ordinances of the City of Cleveland by enacting new Chapter 54, Sections 3.5401 to 3.5415, inclusive, thereof relating to littering on public and private property and penalties therefor.

Whereas, this ordinance constitutes an emergency measure providing for the immediate preservation of the public property and health by reason of the emergency which exists in the City of Cleveland in that public and private property is being littered with paper, trash, dirt and other debris and in order to eliminate this problem which depreciates property values and creates a health hazard to all citizens, provisions must be made to facilitate enforcement; now, therefore,

Be it ordained by the Council of the City of Cleveland:

Section 1. That The Codified Ordinances of the City of Cleveland be and they are hereby supplemented by enacting new Chapter 54, Sections 3.5401 to 3.5415, inclusive, to read as follows:

CHAPTER 54

Anti Litter Ordinance

Section 3.5401. Definitions.

For the purpose of this Chapter the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "Shall" is always mandatory and not merely directory:

(1) "Commercial Handbill" is any printed or written matter, any sample or devise, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature:

(a) Which advertises for sale any merchandise, product, commodity, or thing; or

(b) Which directs attention to any business or mercantile or commercial establishment, or other activity, for the purpose of either directly or indirectly promoting the interest thereof by sales; or

(c) Which directs attention to or advertises any meeting, theatrical performance, exhibition, or event of any kind, for which an admission fee is charged for the purpose of private gain or profit.

(2) "Garbage" is putrescible animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.

(3) "Litter" is "garbage", "refuse", and "rubbish" as defined herein and all other waste material which, if thrown or deposited as herein prohibited, tends to create a danger to public health, safety and welfare.

(4) "Non-Commercial Handbill" is printed or written matter, any sample, or devise, dodger, circular, leaflet, pamphlet, newspaper, magazine, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature not included in the aforesaid definitions of a commercial handbill.

(5) "Park" is a park, reservation, playground, beach, recreation center or any other public area in the City, owned or used by the City and devoted to active or passive recreation.

"(6) "Public property" or "public place" is all property owned, operated or controlled by any governmental agency, including but not limited to streets, sidewalks, tree-lawns, parks, playgrounds, parking lots, schools, libraries, post office, municipal transit facilities and other public lands and buildings."

(7) "Private property" or "private place" is all property not included in the aforesaid definition of "public property" including, but not limited to vacant land or to any land, building or other structure designed or used for residential, commercial, business, industrial, institutional or religious purposes, together with any yard, grounds, walk, driveway, fence, porch, steps, vestibule, mailbox and other structure appurtenant thereto."

(8) "Refuse" is all putrescible and nonputrescible solid wastes (except body wastes), including garbage, rubbish, ashes, street cleanings, dead animals, abandoned automobiles, and solid market and industrial wastes.

(9) "Rubbish" is nonputrescible solid wastes consisting of both combustible and non-combustible wastes, such as paper, wrappings, dirt, cigarettes, cardboard, tin cans, yard clippings, leaves, wood, glass bedding, crockery and similar materials.

(10) "Vehicle" is every devise in, upon, or by which any person or property is or may be transported or drawn upon a highway.

Section 3.5402. Litter on Public Property.

No person shall throw or deposit litter in or upon any streets, sidewalk or other public place within the City except in public receptacles or in authorized receptacles for collection.

Section 3.5403. Placement of Litter in Receptacles so as to Prevent Scattering.

Persons placing litter in public receptacles or in private receptacles shall do so in such a manner as to prevent it from being carried or deposited by the elements upon any street, sidewalk, or other public

"Section 3.540301. Upsetting Public or Private Receptacles.

No person shall upset a public or private receptacle designed or used for the deposit of litter or cause or permit its contents to be deposited or strewn in or upon public or private property."

Section 3.5404. Sweeping Litter into Gutters Prohibited.

No person shall throw, deposit or sweep into any gutter, sidewalk, street or other public place within the City the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning or in control of occupying property shall keep the sidewalk in front of their premises free of litter.

Section 3.5405. Litter Thrown by Persons in Vehicles.

No person, while a driver or passenger in a vehicle, shall throw or deposit litter upon any street or other public place within the City, or upon private property.

Section 3.5406. Truck Loads Causing Litter.

No person shall drive or move any truck or other vehicle within the City unless such vehicle is so loaded as to prevent any load, contents or litter from being blown or deposited upon any street, alley or other public place.

Section 3.5407. Litter in Parks.

No person shall throw or deposit litter in any park within the City except in public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of that park or upon any street or other public or private property. Where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

Section 3.5408. Litter in Lakes and Fountains.

No person shall throw or deposit litter in any fountain, pond, or any other body of water or natural watercourse in a park or elsewhere within the City.

Section 3.5409. Throwing or Distributing Handbills in Public Places.

No person shall throw or deposit any commercial or non-commercial handbill in or upon any sidewalk, street or other public place within the City. Nor shall any person hand out or distribute or sell any commercial handbill in any public place. Provided, however, that it shall not be unlawful on any sidewalk, street, or other public place unless specifically prohibited by the controlling governmental agency for any person to hand out or distribute, without charge to the receiver thereof, any non-commercial handbill to any person willing to accept it, and provided further that the person making said distribution shall not hamper nor interfere with pedestrian or vehicular traffic.

Section 3.5410. Placing Commercial and Non-Commercial Handbills on Vehicles.

No person shall throw or deposit any commercial or non-commercial handbill in or upon any vehicle. Provided, however, that it shall not be unlawful in any public place unless specifically prohibited by the controlling governmental agency for a person to hand out or distribute without charge to the receiver thereof, a non-commercial handbill to any occupant of a vehicle who is willing to accept it.

Section 3.5411. Litter on Occupied Private Property.

No person shall throw or deposit any litter on any occupied private property except in properly maintained receptacles. The owner or person in control of private property must provide sufficient private receptacles for collection of litter. No person shall deposit litter in said receptacles in such a manner that it will be carried or deposited by the elements upon private property or any sidewalk, street or other public place.

Section 3.5412. Owner to Maintain Premises Free of Litter.

The owner, occupant, or person in control of any private property shall at all times maintain the premises free of litter except that which is contained in receptacles for collection.

Section 3.5413. Litter on Vacant Lands.

No person shall throw or deposit litter on any open or vacant private property within the City whether owned by such person or not.

Section 3.5414. Penalty.

Whoever violates any of the provisions of this Chapter shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00).

Notwithstanding the penalty provisions of Section 3.5414, any person who has violated any of the provisions of this Chapter, upon executing before and filing with the Clerk of the Municipal Court, Criminal Branch, an instrument waiving the formal issuance of an affidavit and warrant, together with the reading of such affidavit and the right to be present personally at the trial of such action, and further waiving the right to appeal and error and authorizing a plea of guilty to be entered and the defendant submitted

to the mercy of the Court, and upon depositing within forty-eight (48) hours after citation, with said Clerk, the sum of two dollars and fifty cents (\$2.50) and the costs of Court or depositing within seventy-two (72) hours after citation, with said Clerk, the sum of four dollars and fifty cents (\$4.50), and the costs of Court, may be fined said respective amounts by the Court; provided, however, that for the first 14 days after the effective date of this ordinance a warning notice shall be issued to any person violating any provisions of this ordinance and no cost shall be assessed and for the next thirty days subsequent thereto the sum to be deposited shall be a total of \$1.00.

Section 2. That this ordinance is hereby declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

GENERAL POLICE ORDER

No. 21-72 HEADQUARTERS April 18, 19 72

SUBJECT: REPORT VALUATION OF THEFT OF FOOD STAMP

TO THE MEMBERS OF THE DEPARTMENT

The following letter from Chief Police Prosecutor Everett A. Chandler, relative to the valuation to be placed upon food stamps that become the subject of theft, is self-explanatory:

"Whenever there is a complaint regarding the theft of food stamps, the total amount involved in such theft will be used in order to determine the charges to be placed against anyone caught. Therefore, if the amount of food stamps is in excess of sixty dollars (\$60.00), the charge will be Grand Larceny and under sixty dollars (\$60.00) will be Petit Larceny."

Members shall govern themselves accordingly.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-72 HEADQUARTERS April 7, 1972

SUBJECT: NON-TRAFFIC ACCIDENT FORM C of C 71-1077
--- REVISED PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The following revised procedures shall govern the completion of Form C of C 71-1077:

1. Form C of C 71-1077 shall be used to report all non-traffic accidents occurring on city property or in which the City is involved, e. g. accidents by falling on City sidewalks, injuries received on CTS buses, etc.
2. The Form is self-explanatory and must be either typed or printed in ink with only the original copy required.
3. A concise description of the incident shall be entered in the space provided on the lower part of the front of the form. The reverse side has space provided for statements from the complainant and one witness. If more witnesses are available, additional forms may be used.
4. Space is also provided on the front of the form for information regarding photographs taken. The report shall be held at the District until this information is obtained and then signed by the verifying Superior Officer.

(Continued On Page Two)

GENERAL POLICE ORDER

No. 20-72 HEADQUARTERS April 7, 1972

SUBJECT: NON-TRAFFIC ACCIDENT FORM C of C 71-1077 ---
REVISED PROCEDURES

(Page Two)

5. Personnel shall in all cases, including confinements, complete a RC#1 Face Sheet. The descriptive narrative section shall be left blank. No telephonic RC#1 report to the Report Center shall be necessary, however, when there is a hospital confinement, the Report Center shall be notified as required by Rule 80 - Paragraph 3 in order that the name may be placed on the hospital sheet.
6. The RC#1 shall be attached to the completed Form C of C 71-1077 and forwarded to the Report Center for a complaint number. The Report Center will return the District Copy of the RC#1 and forward the Form C of C 71-1077 to the Law Department. In no event is the form C of C 71-1077 to be forwarded without the RC#1.

General Police Order 63-63 is hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 19-72 HEADQUARTERS April 7, 72
19

SUBJECT: REVISED SELECTIVE SERVICE REGULATIONS

TO THE MEMBERS OF THE DEPARTMENT

Selective Service Regulations have been revised. Members shall be governed by the following summary of registration requirements and enforcement procedures:

Eighteen year old males must be registered within 30 days after their 18th birthday.

Each must then have a draft card on person up to age 26 years.

If the registered male is deferred at some time during his period of draft eligibility, it then becomes a requirement that he carry his draft card on person up to age 35.

Excepted from these requirements are Veterans who have discharged their military obligation. They do not have to register nor carry a card.

Males of draft age who cannot show evidence of possessing draft cards or of having discharged their military obligation may be subject to arrest. They shall be held for investigation and disposition by the Fugitive Unit of the Division of Criminal Investigation.

By order of,
GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-72 HEADQUARTERS March 24, 1972

SUBJECT: OVERTIME REGULATIONS AMENDMENT

TO THE MEMBERS OF THE DEPARTMENT

The exclusionary provisions of GPO 6-72 which prohibit the accumulation of overtime by members of the rank of Chief, Inspectors, Deputy Inspectors, Commissioner of Traffic and Captains are hereby rescinded.

In accordance with the provisions of GPO 5-72, said members shall be restricted to the absolute minimum amount of overtime as would be required to handle emergencies, to complete essential police investigations, which extend beyond a normal duty tour and to attend authorized meetings.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

By
Resc.
15-74

GENERAL POLICE ORDER

No. 17-72 HEADQUARTERS March 14, 72
19

SUBJECT: DISPOSITION OF FURLOUGH AND HOLIDAYS OF
MEMBERS ON SICK LEAVE

TO THE MEMBERS OF THE DEPARTMENT

When a member has been sick for the entire year, his Furlough and Holidays may not be converted to overtime and must be charged as taken during the period of illness.

G.P.O. 15-72 is hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 16-72 HEADQUARTERS March 13, 1972

SUBJECT: PROPERTY UNIT NOTIFICATION IN CRIMINAL
CASES TAKEN DIRECTLY TO THE GRAND JURY

TO THE MEMBERS OF THE DEPARTMENT

Whenever arresting officer take a criminal case directly to the Grand Jury, either without initiating process for a Preliminary Hearing in Municipal Court or before the defendant is "Bound Over" to the Grand Jury, they must notify the Property Unit in order that the latter may properly preserve all evidence for presentation in Court.

A form #1 report shall be completed, identifying the defendant, the offense charged and the property involved. A copy of said report shall be forwarded through channels to the Property Unit.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 15-72 HEADQUARTERS March 13, 1972

SUBJECT: USE OF FURLOUGH & HOLIDAYS WHILE ON SICK
LEAVE

TO THE MEMBERS OF THE DEPARTMENT

In accordance with the following Safety Department Directive:

"In all instances, when a member under your command is on sick leave, and when his scheduled furlough comes up, this member will be removed from the sick list and placed on furlough, as scheduled. this also applies to holidays."

All members shall govern themselves accordingly.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

*Recd. By
GPO 17-72*

Memorandum on Overtime

TO: Mayor Ralph J. Perk
FROM: Finance Director Andrew Putka

DATE: January 19, 1972

Mr. Mayor, I am submitting to you at this time one of a number of suggestions or ideas which have been brought to my attention, or which I have observed require correction or adjustment, especially in view of the current fiscal crisis facing the City of Cleveland.

For many years the City has had a general policy concerning payment to officials and employees for overtime work required in the performance of their duties. Until 1970 such overtime was payable at straight time rates, that is, annual salary divided by 2080 hours, or the regular hourly rate for other than salaried employees. In 1970 by ordinance and labor union agreements, overtime in excess of 40 hours per week was changed to time and a half for all workers except those in a supervisory capacity who are not covered by any union agreement. As a matter of fact, no exceptions have been actually made to the time and a half rule. Discrimination has been practiced against certain groups of professional or administrative personnel by not allowing them overtime under any conditions. This still prevails. Overtime may optionally be covered by time off at a later date, but at straight hours.

The term "supervisory" has never been clearly defined, resulting in overtime being granted in numerous cases to supervisors in a rather high capacity. This has been especially true in the Department of Public Utilities. Overtime has been granted also to a great degree at the Correction Farm to guards and other security personnel. A study was made in 1971 showing tremendous overtime payments. Attempt was made to reduce this, but with little success. A very recent study reveals also large sums being paid, although the number of those receiving it has been greatly reduced.

I highly recommend that the positions not eligible to receive paid overtime or compensatory time be specifically set forth in print, and adhered to without exception. Attached hereto is a list of positions and classifications which might well be included.

You will note that various supervisory grades in the uniform ranks of police and fire are included. It is my understanding that relatively little overtime is ever accrued by the fire force. However, the police force accumulates and accrues tremendous overtime. A thorough study is necessary as to the propriety of all the overtime hours granted to the police. It has been a long standing rule, approved by the City Law Department that police overtime is not paid when earned, but accrued

until retirement or resignation, then paid at a rate equal to their current annual rate, resulting in some very great sums being paid. This has been previously discussed with you, and various excessive examples have been presented. Supervisory police personnel should not be in any favored category, but rather within the same restrictions on overtime as other supervisors. If incentive is necessary in one case, it is equally as necessary for morale in the other.

There should be no logical reason for overtime favoritism or discrimination among the various groups of city employees or officials. Indeed, in this time of fiscal crisis, it is recommended that all paid overtime and compensatory time be eliminated. If top level personnel are expected to devote considerably more than 40 hours per week to their job, then donate 10% of their pay back to the City, it is very discriminatory and costly to allow other employees overtime on either a compensatory or payment basis.

An executive order is all that is necessary to curb overtime, and set forth proper guide lines for emergency situations.

C. P. Fetter

GENERAL POLICE ORDER

NO. 14-72 HEADQUARTERS March 10, 1972

SUBJECT : ABOLITION OF NINE DAY WORK SCHEDULE --
INITIATION OF DEFERRED WAGE PLAN

(Page Two)

The remaining ten percent (10%) of their gross compensation shall be credited to the account of each employee and affected officer as deferred compensation, which deferred compensation shall be payable in full to all affected officers and employees at any time at the option of the Director of Finance upon said Director's certification of availability of funds, or upon such officer or employee's severance from employment with the City, or on September 1, 1972, whichever first occurs; provided however, that any elected official may volunteer to participate in said deferred compensation plan.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-72 HEADQUARTERS March 10, 19 72

SUBJECT: ABOLITION OF NINE DAY WORK SCHEDULE --
INITIATION OF DEFERRED WAGE PLAN

TO THE MEMBERS OF THE DEPARTMENT

The following letter from Mayor Ralph J. Perk is self-explanatory"

"Pursuant to Ordinance 1.476001, the deferred wage plan will be effective from March 11, 1972 through August 31, 1972 during which period all employees will work their normal work week with 10% of their pay being deferred until August 31, 1972. In accordance with this, my executive order reducing the work week of all employees will expire March 10, 1972.

I wish to personally thank all of the employees for their cooperation and for the continued service which they have and will continue to render to the citizens of Cleveland during the coming months."

All members shall govern themselves accordingly.

ORDINANCE 1.476001 -- For the purpose of calculating the amount of pay under Section 1.4760 during the period from March 11, 1972 through August 31, 1972, all officers, except elected officials, and employees of the City shall be entitled to receive an amount equal to ninety percent (90%) of the gross compensation earned by them during said period.

(Continued on Page Two)

GENERAL POLICE ORDER

NO. 13-72 HEADQUARTERS March 1, 1972

SUBJECT EMERGENCY USE OF THE EAST 19th STREET
GASOLINE STATION

TO THE MEMBERS OF THE DEPARTMENT

The East 19th Street departmental gas facility shall be opened whenever an emergency need for gasoline for police vehicles arises after 4:00 PM on weekdays or at anytime on Saturday or Sunday.

The authority to open the station shall lie with the Operations Officers who shall be guided by the availability of gasoline supplies at other District stations. Normally gasoline would be obtained at a District adjacent to the one which is out of gas.

The 3rd District shall have custody of the key and shall provide the manpower necessary to operate the station when so directed by the Operations Officer.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 12-72 HEADQUARTERS February 29, 1972

SUBJECT: PROCEDURE IN SCHEDULING UNUSED "E" DAYS

TO THE MEMBERS OF THE DEPARTMENT

"E" days which were not taken during the pay period commencing February 12, 1972 and ending on February 25, 1972 shall be scheduled for the pay period commencing February 26, 1972 and ending March 10, 1972.

As of March 10, 1972 all members of the Police Department shall have received a total of two (2) "E" days.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-72 HEADQUARTERS February 28, 1972

SUBJECT: REINSTATEMENT OF NINE DAY PAY PERIOD
WORK PROCEDURES - GPO 9-72

TO THE MEMBERS OF THE DEPARTMENT

The 9 day pay period work procedures and all the provisions of GPO 9-72 are hereby re-established and shall be effective as of the original date, February 12, 1972.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 10-72 HEADQUARTERS February 22, 72

SUBJECT: CANCELLATION OF NINE DAY PAY PERIOD
WORK PROCEDURES - GPO 9-72

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately, GPO 9-72, NINE DAY PAY PERIOD WORK PROCEDURES, as it applies to sworn personnel of the Division of Police is hereby rescinded.

The provisions of the order shall remain in effect for unsworn civilian employees, and supervisory personnel shall continue to administer it for them.

By order of,

STEVE SZERETO
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 9-72 HEADQUARTERS February 14, 72

SUBJECT: NINE DAY PAY PERIOD WORK PROCEDURES

(Page Two)

the column must reflect a total of 23 days taken by each member.

Any Furlough Day that is displaced by an "E" day shall be added onto the end of the furlough period.

When a member is on the sick list any scheduled "E" day shall take precedence in the same manner as V days.

No member shall be permitted to work a tour of duty on a "E" day for overtime credit.

There shall be no exceptions to this order.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-72 HEADQUARTERS February 14, 72
19

SUBJECT: NINE DAY PAY PERIOD WORK PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

By Executive Order, effective February 14, 1972 and extending through the end of 1972, all employees of the City of Cleveland will be working a 9 day pay period. In the Division of Police, this shall be achieved by requiring each member to take one additional day off without pay during each two week pay period.

Pay periods begin on Saturday and extend through the Friday of the 2nd week thereafter. The first pay period affected by this order spans the period of February 12 through February 25, 1972.

Commanding Officers shall be responsible for the efficient distribution of personnel. Therefore, it is suggested that during each week of every pay period, half of the personnel in each Unit or Platoon be scheduled for their extra day off.

These extra days off may be grouped with each member's regular Vacation days.

The Form 1030 Time Sheet shall contain a complete record of the extra days taken. The symbol "E" shall be utilized to designate such days and the total number taken by the end of each month shall be entered in a new column which shall be drawn in next to the "Vacation Class" column. At the end of the year 1972,

(Continued on Page Two)

GENERAL POLICE ORDER

No. 8-72

HEADQUARTERS February 10, 1972

SUBJECT: SNOW EMERGENCY PLAN AMENDMENT

TO THE MEMBERS OF THE DEPARTMENT

Paragraph 3 of the Snow Emergency Plan (GPO 7-71) shall be amended and the responsibility formerly placed upon the Officer of the Day now devolves upon the Operation Officer as follows:

During those hours that an Operations Officer is on duty, it shall be his duty to keep informed of threatening weather and road conditions and to initiate and supervise the implementation of the Snow Emergency Plan during the absence of the Traffic Commissioner.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

7-72
NO. _____

HEADQUARTERS February 3, 72, 19____

SUBJECT: USE OF UNAUTHORIZED UNIFORMS PROHIBITED

TO THE MEMBERS OF THE DEPARTMENT

As provided in the Manual of Rules, officers and members of the Division of Police may wear only such uniforms as may be designated by the Chief of Police.

Nylon jackets have not been approved for wear as a part of police uniform attire and their use as such is expressly prohibited.

Commanding Officers and Superior Officers shall cause compliance with this order by all subordinates.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-72 HEADQUARTERS January 24, 1972

OVERTIME PAY EXCLUSION

SUBJECT:
TO THE MEMBERS OF THE DEPARTMENT

The following letter which was received through the Office of the Director of Public Safety from the Office of the Mayor is self-explanatory and shall be considered the prevailing rule relative to the exclusion of certain classifications from overtime:

"To: All Appointing Authorities Date: 1-20-72
From: Ralph J. Perk, Mayor Subject: Overtime Pay
per Philip S. Hamilton Exemption
Director of Personnel

The positions listed are exempt from overtime pay- either cash or compensatory- as per the instructions of Mayor Ralph J. Perk.

Division of Police

Chief of Police
Inspector
Deputy Inspector
Commissioner of Traffic Control
Captain
Surgeon of Police"

*Resc.
24 GPO 15-74*

A memorandum on overtime from Finance Director Andrew Putka to Mayor Ralph J. Perk is being forwarded and shall be read at Roll Calls as part of this directive.

By order of,
GERALD J. RADEMAKER
Chief of Police

GENERAL POLICE ORDER

No. 5-72 HEADQUARTERS January 24, 1972

OVERTIME REGULATIONS

SUBJECT : _____

TO THE MEMBERS OF THE DEPARTMENT

Members are hereby restricted in their accumulation of overtime. No more than the absolutely essential overtime required to handle emergencies and to provide the Department's minimum needs shall be permitted.

Your attention is directed to GPO 42-71 concerning which all members shall be reinstructed at roll calls.

Commanding Officers shall cause strict compliance

By order of,

GERALD J. RADEMAKER
Chief of Police

GENERAL POLICE ORDER

No. 4-72 HEADQUARTERS January 24, 1972

AMENDED INVESTIGATION ARREST BOOKING
SUBJECT: PROCEDURES; ELIMINATION OF REBOOKING
AT THE DIVISION OF CRIMINAL INVESTIGATION

(Page Three)

Paragraph #6 shall be changed to read: "The suspect shall be booked at the District Headquarters on a Form 127 Arrest Card and sent to the Central Prison Unit without delay. Third District prisoners shall be booked directly at the Central Prison Unit. Upon arrival of the prisoner at the Central Prison Unit, the booking officer shall promptly notify the Officer in Charge of the Division of Criminal Investigation who shall immediately notify the S.I.U. personnel to process the prisoner in order that he may be charged and subject to bail".

Paragraph #7 shall be changed to read: "The prisoner's personal property shall be receipted for and held at the Central Prison Unit. Property held as evidence shall be taken to the Division of Criminal Investigation along with both hard copies of the Form 127 Arrest Card. Perishable evidence will be retained by the merchant, preserved and brought to court by the merchant on the day of the trial".

Any other order or parts of orders in conflict with this order are hereby rescinded.

By order of,
GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-72 HEADQUARTERS January 24, 1972

SUBJECT: AMENDED INVESTIGATION ARREST BOOKING
PROCEDURES; ELIMINATION OF REBOOKING
AT THE DIVISION OF CRIMINAL INVESTIGATION

(Page Two)

The prisoner's personal property shall be receipted for and held at the Central Prison Unit along with the two (2) soft copies of the Form 127.

Property held as evidence, the two hard copies of the Form 127, and two (2) copies of Form 1 Investigation Arrest Report shall be delivered to the Division of Criminal Investigation by the conveying officers. Confiscated weapons along with two (2) copies of the gun confiscation report shall also be turned over to the Division of Criminal Investigation at this time.

The Division of Criminal Investigation shall continue to maintain its arrest and charge books and daily arrest control sheets. Detective assigned to the case shall commence their investigation without delay and continue on same until the prisoner is either charged or released, at which time they shall promptly notify the Central Prison Unit.

G. P. O. 4-66 "Shoplifting Arrest Procedure" shall be amended as follows:

(Continued on Page Three)

GENERAL POLICE ORDER

No. 4-72 HEADQUARTERS January 24, 1972

SUBJECT: AMENDED INVESTIGATION ARREST BOOKING
PROCEDURES; ELIMINATION OF REBOOKING
AT THE DIVISION OF CRIMINAL INVESTIGATION

TO THE MEMBERS OF THE DEPARTMENT

Commencing forthwith, persons arrested and held for investigation in connection with a crime shall not be rebooked at the Division of Criminal Investigation but shall be booked at the Central Prison Unit.

When such persons are booked for investigation at the District Stations, the District booking officers shall notify the Officer in Charge of the Division of Criminal Investigation, who shall assign a Superior Officer and/or Detective team to the case. The names of the Detective personnel assigned shall be typed on the Form 127 Arrest Card in addition to the other information required. The prisoner shall then be conveyed to the Central Prison Unit without delay.

Upon arrival of the prisoner at the Central Prison Unit, the booking officer shall note the date and time of arrival in the section of the Form 127 Arrest Card reserved for the Division of Criminal Investigation and at the bottom of such card type, "HOLD FOR S.I. U. PROCESSING"; then promptly notify the Officer in Charge of the Detective Division of the arrival of the prisoner. (See G. P. O. 22-64)

(Continued on Page Two)

GENERAL POLICE ORDER

No. 3-72 HEADQUARTERS January 21, 1972

SUBJECT: AMENDMENT TO AUTO THEFT REPORT
PROCEDURE --- G.P.O. 23-65

TO THE MEMBERS OF THE DEPARTMENT

The next to the last paragraph of GPO 23-65 - Auto Theft Report Procedure - shall be amended as follows:

When a stolen automobile is recovered, members shall not turn it over to the owner without first obtaining permission from the Auto Theft Unit. Whenever the recovered vehicle is not released to the owner at the scene and is towed in the usual manner, members shall not be required to call the Auto Theft Unit at the time of recovery. In these cases, the Auto Theft Unit will obtain the details from the copy of the R.C. #1 report.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

VEHICLE PROCESSING REQUEST

TOW UNIT
CODE NO. _____ COMP. NO. _____

LIC. _____ YR. 19 _____ CHIO ☐ STATE _____ V.IN. _____ DATE _____
 YEAR OF VEHICLE _____ MAKE _____ MODEL _____ STYLE _____ COLOR _____

CRIME INVOLVED: _____ VICTIM: _____ (NAME) _____ (ADDRESS) _____ RELEASE ☐ HOLD ☐

TOWED FROM: _____ OFFICERS REQUESTING TOW _____ (NAME) _____ (BADGE #) _____ AFTER PROCESSING _____ CAR # _____

TOWED BY TRUCK # _____ DRIVER _____ (NAME) _____ (BADGE #) _____ BADGE # _____ TIME _____

LISTED OWNER OF VEHICLE _____ ADDRESS _____ (NAME) _____

WITH WHOM FOUND _____ ADDRESS _____ (NAME) _____

A.T.U. NOTIFIED _____ (NAME) _____ (RANK) _____ DET. DIV. NOTIFIED _____ (NAME) _____ (RANK) _____

DETS. ASSIGNED: (Name) _____ (Name) _____ (RANK) _____ (RANK) _____

PROCESS FOR: ☐ Blood ☐ Photo ☐ Narc. ☐ OTHER ☐ Semen ☐ V.in. No. ☐

EVIDENCE MOST LIKELY FOUND AT: _____

OTHER REMARKS: _____

OTHER PROPERTY FOUND IN CAR: _____

EXAMINED & APPROVED BY: _____ (NAME) _____ (RANK) _____ TIME _____ (DATE) _____

TOWED TO LOT # _____ REC. BY: _____ TIME _____ DATE _____

LAB. NOTIFICATION VERIFIED _____ (LAB OFFICER) _____ VERIFICATION BY _____ (IMPOUND OFFICER) _____

PROCESSED BY _____ (NAME) _____ (RANK) _____ TIME _____ (DATE) _____

DIV. OF CRIMINAL INVESTIGATION AUTH. TO RELEASE _____ (NAME) _____ (RANK) _____

HOW OWNER NOTIFIED TO CLAIM AUTO _____ BY _____ DATE _____

GENERAL POLICE ORDER

2-72

January 17,

72

No. _____ HEADQUARTERS _____ 10 _____

VEHICLE PROCESSING PROCEDURE

SUBJECT: _____

Page Two

Commanding Officers shall cause copies to be distributed to all members in their Divisions, Districts and Units.

General Police Orders 21-68 and 15-64 are hereby rescinded.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE